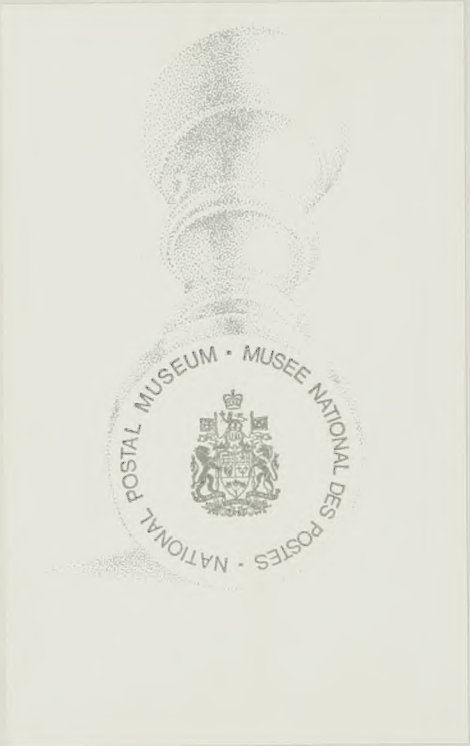
NEWFOUNDLAND
POST OFFICE CIRCULAR
1944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POST OFFICE CIRCULAR.

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

(Index of Post Office Circular, 1944, pages 1341 – 1444)

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POST OFFICE CIRCULAR.

THURSDAY, 6th JANUARY, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury Instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Fortune ... .Miss Dorothy M. Spencer to be Messenger as from the 20th December, 1943.

Fogo ... . Mr. Clayton J. Willis to be Messenger-Assistant as from the 16ht December, 1943.

OBITUARY

The Department regrets to announce the death of Mr. Ebenezear Snow at Corner Brook on the 15th December, 1943.

Mr. Snow entered the service on the 5th December, 1934, as Messenger Clarke's Beach and served at several offices. On the 17th January 1942 he was transferred to the position of Assistant at Corner Brook.

TELEPHONE OFFICE OPENED

A Telephone Office was opened at Southside Glovertown on the 21st December, 1943. Mr. H. Lane has been appointed Telephone Attendant.

MAILS

Airgraph Messages to Civilians in Eritrea

Airgraph Messages to Civilians in Eritrea may now be accepted.

"Eritrea" should be inserted after "Egypt" in (b) of the list relating to Civilians on page 1230 of the Post Office Circular of the 10th December, 1942.

Airgraph Service

Attention of the public should be drawn to the fact that the Airgraph Service does not extend to the following places:—Canada, Newfoundland, Labrador, British West Indies, British Guiana, Bermuda, United States, Australia and New Zealand (except messages from R.A.A.F. and R.N.Z.A.F. and Merchant Navy), West Africa, and C.A.P.O's.

Use of Civil Post Office by U.S. Army Personnel

Letters, etc., obviously posted by American soldiers, continue to be received from Civil Post Offices in Newfoundland. These letters have Newfoundland postage stamps affixed.

The posting of letters in Civil Post Offices in Newfoundland by United States Army and Navy personnel is contrary to United States regulations and such letters should not be accepted by Post Office officials. When a United States soldier or sailor purchases Newfoundland postage stamps he should be informed that Newfoundland stamps may be purchasel by them as souvenirs and for stamp collections, but they must not be affixed by them to letters to be posted.

Winter Courier Service

As from the 1st January, 1944, to the 30th April, 1944, the following Winter Courier Services will be in operation:—

(1) Notre Dame Bay South and Fogo District to be despatched via Lewisporte.

(2) Bonavista Bay North, Gambo to Lumsden to be despatched via Gambo.

(3) Bonavista Bay Centre to be despatched via Alexander Bay Station.

The Distribution Offices, together with a list of offices and places for which these distribution offices serve as distribution points, are given as follows:—

(1) Notre Dame Bay South and Fogo to be despatched via Lewisporte:

LEWISPORTE RAILWAY.....	Comfort Cove, Newstead, Turtle Cove, Emberley's Pond, Beaver Cove, Boyd's Cove, Beaverton, Port Albert, Dog Bay West, Horwood, Timm's Harbour, Rodger's Cove, Victoria Cove, Summerford, Cottles Island, Luke's Arm, Virgin Arm, Fairbank, Tilt Cove, Salt Pans, Hillgrade, Seal Cove, Burnt Cove, Trump Island, Strong's Island, Black Duck Brook, Wing's Point.
LOON BAY	Birchy Bay.
CAMPBELLTON	Michael's Harbour.
MORETON'S HARBOUR	Bridgeport, Hayward's Cove, Whale's Gulch, Western Head, Tizzard's Harbour, Chanceport.
TWILLINGATE	Wild Cove, Purcell's Harbour, Crow Head, Paradise, Back Harbour, Hart's Cove, Jenkin's Cove, Sandy Cove, Durrell's Arm, Gilesport, Little Harbour, Smooth Cove, Kettle Cove, Manuel's Cove, Gillard's Cove, Bluff Head Cove, Long Point, Hillier's Cove, Ragged Point, Robbin's Cove.
HERRING NECK	Pike's Arm, Cobb's Arm, Green Cove, Too Good Arm, Hatchet Harbour, Ship Island, Sunnyside, Salt Harbour Island, Merritt's Harbour, Lobster Harbour, Indian Cove.
CHANGE ISLAND	Change Islands.
FOGO	Island Harbour, Hare Bay, Lock's Cove, Eastern Tickle, Lion's Den, Cape Cove, Oliver's Cove, Tilting, Sandy Cove.
JOE BATT'S ARM	Barr'd Island, Shoal Bay.
SELDOM COME BY....	Indian Islands, Stag Harbour, Perry's Island, Cann Island, Wild Cove.
GANDER BAY	Clarke's Head, Main Point, Mann Point, Frederickton.
CARMANVILLE	Noggin Cove, Alder Harbour, Aspey Cove, Rocky Bay.
MUSGRAVE HARBOUR	Penquin Island, Peckford's Island, Wadham Island, Ragged Harbour, Doting Cove.

(2) Bonavista Bay North, Gambo to Lumsden, via Gambo.

GAMBO ... .Middle Brook, Dark Cove.
HARE BAY, B.B. ... .Wellington.
TRINITY, B.B. ... .Trinity, B.B.
WAREHAM ... .South West Arm, Indian Bay, Round Harbour.
FAIR ISLAND ... .Deer Island, Bragg's Island, Green Island, Sidney Cove, Silver Hare Island, Silver Fox Island, Burnt Island, Paul's Island.
SAFE HAROUR . ...Northwest Arm, Newport, Shambler's Cove, Port Nelson.
GREENSPOND ... .Puffin Island, Newell's Island, Ship Island, Wing's Island.
BADGER'S QUAY.... ....Valleyfield, South West Island, Tinker's Island, Pool's Island, Cross Cove.
BROOKFIELD ... . Brookfield.
WESLEYVILLE ....Pound Cove, Templeman.
NEWTOWN ... .Pinchard's Island, Cape Island, Cape Cove, Cape Freel's, Cabot Island, Northern Cove.
LUMSDEN ... .Lumsden North, Lumsden South, Deadman's Bay, Cat Harbour.

(3) Bonavista Bay Centre via Alexander Bay Station.

GLOVERTOWN . ...Angle Brook, Saunder's Cove.
TRAYTOWN . ...Cull's Harbour, Rosedale.
EASTPORT ... .St. Chad's, Burnside, Hollett's Cove, Hollett's Tickle, Hermit Cove, Sandy Cove, Happy Adventure.
SALVAGE ... .Little Dernier, Bishops Harbour, Sailors Island, Bloomclose, Barrow Harbour, Dark Cove.
FLAT ISLAND .. ..Coward's Island, North Island.
ST. BRENDAN'S ....Shalloway Cove, Gooseberry Island, Hayward's Cove, Dock Cove, Penny's Cove.
PORT BLANDFORD .. ..Bunyan's Cove, Charlottetown.

STORES

Due to restrictions on imports of dry cells a very severe shortage now exists. The quota for this country has been exhausted and it is quite posible that further supplies will not be available for several months. In the meantime batteries are not obtainable in St. John's. Officials using dry cells are requested to see that those now in use are not discarded until they have been completely used up and to reduce requisitions to the lowest possible minimum, as replacements are now almost impossible to obtain.

ACCOUNTING

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Argenta, Ill. .. .. 76,131 to 76,200
Chatfield, Ohio .. .. 69,196 to 69,200
Eleazer, N.C. ... . 3,106 to 3,200
Midlothian, Ill. .. .. 188,794 to 188,800

Stolen Canadian Postal Money Order Forms

The following Canadian blank Money Order Forms have been reported stolen:—

Nos. 407-54000 to 407-54200.

The above Money Orders, if presented at a Newfoundland office, must not be paid.

Accumulation of Coppers

It was observed by an Inspector of this Department during a recent inspection tour that considerable amounts of coppers are accumulating at Post Offices and that no effort is being made to remit excess amount of coppers to the Cashier, St. John's, or to the Bank of Montreal. A check made at Offices from Newtown to Musgravetown revealed that there was approximately $100.00 worth of coppers accumulated. The normal reserve of coppers required at an office is $1.00 worth and any excess should be remitted. This would relieve the shortage of these coins which has been experienced in St. John's during the past few months.

It should be noted that when remitting coppers in excess of 50 they should be rolled in lots of 50 in a roll.

POST OFFICE CIRCULAR.

THURSDAY, 20th JANUARY, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury Instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Carmanville ... .Mr. James Blackwood to be Postmaster and Operator as from the 1st January, 1944.

Rose Blanche ... .Miss Hilda Moulton to be Postmistress and Operator as from the 7th January, 1944.

Harbour Breton ... .Miss Mamie Holley to be Messenger-Assistant as from the 1st January, 1944.

Rocky Harbour ... .Mrs. William Shears to be Postmistress and Telephone Attendant as from the 1st January, 1944.

St. John's, Mundy Pond ... .Mrs. Loretta Meadus to be Postmistress as from the 1st January, 1944.

Coombs Cove ... .Miss Annie Bungay to be Postmistress and Telephone Attendant as from the 1st January, 1944.

Bay Roberts ... .Mr. Wallace Mercer to be Messenger as from the 1st January, 1944.

Summerville ... .Mr. Eric Dawe to be Postmaster and Telephone Attendant as from the 12th January, 1944.

OFFICE CLOSED

Jacques Fontaine ... . The Telephone Office at Jacques Fontaine was closed as from the 31st December, 1943.

CHANGE IN STATUS

Notre Dame Junction ... . As from the 1st February, 1944, the Railway Office at Notre Dame Junction will not handle C.O.D. or Duty parcels. Telegraph facilities will remain as heretofore.

DEDUCTIONS FROM JANUARY SALARY

Deductions from January salary will be made from members of the Civil Service Association as follows:—

New Members ... .$1.00 membership fee and 50c. entrance fee.
Old Members ... .$1.00 membership fee.

WAR BONUS

A revision of the War Bonus as outlined on page 1254 of the Post Office Circular of the 4th March, 1943, has been approved with effect as from the 1st November, 1943.

(a) Salary Range	Married Men	Single Men	Women
$ 720. to $1,200 p.a.	.....	.....	$25.00 p.m.
900. to 1,500 p.a.	$40.00 p.m.	$25.00 p.m.	.....
1,201 to 2,000 p.a.	.....	.....	20.00 p.m.
1,501 to 2,000 p.a.	32.50 p.m.	20.00 p.m.	.....
2,001 and above	.....	.....	15.00 p.m.
2,001 to 2,500 p.a.	27.50 p.m.	17.50 p.m.	.....
2,501 to 3,000 p.a.	22.50 p.m.	15.00 p.m.	.....
3,001 and above	17.50 p.m.	12.50 p.m.	.....

(b) Civil Service salaries, as defined at (a) above, lower than $720.00 per annum (Women) and $900.00 per annum (Men): Bonus will be the following percentages of **actual basic monthly salary,** subject to the maximum rate per month as shown:—

Salary Range	Married Men	Single Men	Women
Less than $720. p.a.	.....	.....	45%
Less than $900. p.a.	55%	45%	.....
Maximum monthly bonus	**$40.00 p.m.**	**$25.00 p.m.**	**$25.00 p.m.**

Explanation of Percentage Bonus:—

War Bonuses, based on percentage of salaries, now apply to salaries as listed in (b) above, but a maximum Bonus is specified in order that the percentage does not exceed the amount of $40.00 per month for married men and $25.00 per month for women and single men.

For example:—A married man in receipt of $73.33 per month would receive a bonus of $40.00 per month although the bonus percentage (55%) of the salary is $40.33.

A single man in receipt of $70.00 per month would receive a bonus of $25.00 per month although the bonus percentage (45%) of salary is $31.50.

In no case may the bonus payable to any official exceed $40.00 per month for married men and $25.00 per month for single men and women.

The following conditions apply:—

(1) Officials in receipt of free board and lodgings are to be paid one half of the approved War Bonus rates.

(2) War Bonus is not regarded as a pensionable emolument.

The adjustment of Bonus, for officials in receipt of monthly salaries in respect of November and December, 1943, will be made on January cheque.

Officials in receipt of quarterly salaries will receive the adjustment of bonus for November and December on the March quarterly cheque.

MAILS

Mail Service Newfoundland Labrador

By agreement with the Canadian Postal Administration the following arrangements have been made for Service to Newfoundland Labrador:

1. The Canadian Winter Courier Service will terminate at Blanc Sablon and the Newfoundland Winter Service will start from there.
2. All mail for Newfoundland Labrador will be enclosed in sealed bags labelled "Forteau."
3. Forteau will be considered the Office of Exchange for all Canadian parcel mail to and from Newfoundland Labrador as from the 1st December, 1943, to 30th April, 1944.
4. From the 1st May, 1944, to the 30th November, 1944, the Office of Exchange for all Canadian parcel mail to and from Newfoundland Labrador will be St. John's, Newfoundland.

Special attention is drawn to the notice on page 1098 of the Post Office Circular of the 22nd January, 1942, with reference to Air mails to and from Labrador Offices during the winter season.

Train Schedule

The following winter schedule came into effect on the 17th January, 1944:

EXPRESS TRAINS

Leave St. John's (For points as far as Port aux Basques)	6.00 p.m. Monday and Thursday.
Leave St. John's (For points as far as Millertown Junction only)	6.00 p.m. Wednesday and Saturday
Leave Port Aux Basques	7.00 p.m. Monday and Thursday.
Arrive St. John's	10.00 p.m. Tuesday and Friday.
Leave Millertown Junction	6.00 p.m. Thursday and Sunday.
Arrive St. John's	9.00 a.m. Friday and Monday.

CARBONEAR BRANCH

Leave St. John's	8.15 a.m. Tuesday, Wednesday, Thursday, Friday
	7.30 p.m. Saturday.
Leave Carbonear	3.20 p.m. Tuesday, Wednesday, Thursday, Friday.
	7.00 a.m. Saturday.

BONAVISTA BRANCH

Leave Clarenville	8.00 a.m. Monday and 1.00 a.m. Thursday
Leave Bonavista	8.00 a.m. Monday and Friday.

TELEGRAPHS

Tender for Poles

The following notice calling for tenders for poles which has been mailed to offices concerned should be exhibited on the public side of the office:

NOTICE

Tenders are invited for a supply of telegraph poles for the following sections:

Reserve Stock St. John's	6 poles, 25 ft. in length, 7 inches top diameter
	25 poles, 20 ft. in length, 7 inches top diameter
Between Windsor and Deer Lake	681 poles, 20 ft. in length, 6 inches top diameter
	11 poles, 30 ft. in length, 5 inches top diameter
Between Humbermouth and St. Andrew's	875 poles, 20 ft. in length, 6 inches top diameter
Bonavista	228 poles, 18 ft. in length, 5 inches top diameter
Branch	168 poles, 18 ft. in length, 5 inches top diameter
Channel	200 poles, 18 ft. in length, 5 inches top diameter
Clarenville	558 poles, 18 ft. in length, 5 inches top diameter
Flower's Cove	320 poles, 18 ft. in length, 5 inches top diameter
Fortune Harbour	48 poles, 18 ft. in length, 5 inches top diameter
Gander Bay	200 poles, 18 ft. in length, 5 inches top diameter
Hillview	400 poles, 18 ft. in length, 5 inches top diameter
Lewisporte	460 poles, 18 ft. in length, 5 inches top diameter
LaScie	290 poles, 18 ft. in length, 5 inches top diameter
LaPoile	48 poles, 18 ft. in length, 5 inches top diameter
Moreton's Harbour	300 poles, 18 ft. in length, 5 inches top diameter
Norris Arm	160 poles, 18 ft. in length, 5 inches top diameter
Norris Point	140 poles, 18 ft. in length, 5 inches top diameter
Pilley's Island	208 poles, 18 ft. in length, 5 inches top diameter
Port au Port (Telegraph line)	210 poles, 18 ft. in length, 5 inches top diameter
Robinson's Station	36 poles, 18 ft. in length, 5 inches top diameter
St. Andrew's	224 poles, 18 ft. in length, 5 inches top diameter
St. George's	48 poles, 18 ft. in length, 5 inches top diameter
Springdale	156 poles, 18 ft. in length, 5 inches top diameter
St. John's to Cape Race	475 poles, 18 ft. in length, 5 inches top diameter
Stone's Cove	24 poles, 18 ft. in length, 5 inches top diameter

Trepassey.... .... 117 poles, 18 ft. in length, 5 inches top diameter
Trinity.... .... 401 poles, 18 ft. in length, 5 inches top diameter
Whitbourne (Chapel Arm diversion) ... . 320 poles, 18 ft. in length, 5 inches top diameter
Whitbourne (Long Harbour Line) ... . 40 poles, 18 ft. in length, 5 inches top diameter

All the above poles must be Black Spruce or Juniper, sound, straight timber, fully rinded, measuring not less than the diameter specified at the top for each class of poles.

Delivery to be made not later than the 1st May, 1944. For main line poles, tenders should state price per pole loaded on Railway Cars at Sidings and at what points on railway poles would be loaded.

For Branch Line poles, tenders should state price per pole, distributed along line as shown in notice mailed. The lowest or any tender will not necessarily be accepted and the Department, in accepting the price of any tender, reserves the right to determine the number of poles which shall be supplied by any contractor. Tenders will be received up to the 10th February, 1944, addressed to the Secretary for Posts and Telegraphs.

Envelopes should be marked "TENDER FOR POLES" and in each case the quantities and dimensions of poles offered should be stated.

Acceptance of Telegrams in the Later Afternoons and on Sundays and Holidays

All officials whose duties include the acceptance of telegrams from the public are reminded that in the existing circumstances it normally takes a telegram one hour to circulate over the Department's system from the office of origin to the office of destination, even if sent at priority rate. For this reason the senders of all telegrams should be informed that telegrams handed in for transmission after 5 p.m. on regular working days and after 11 a.m. on general holidays are ordinarily likely to remain undelivered until the following morning, and the senders should be requested to arrange to file their telegrams before 5 p.m. on regular working days or 11 a.m. on general holdiays, in order to assist the Department in its efforts to provide reasonably good telegraph service.

It should be noted that only telegrams of a strictly emergency nature may be accepted on Sundays or general holidays to which Sunday hours apply, e.g., Christmas Day.

Careful attention to the above instructions should result in improved service to the public and effect a reduction in the number of complaints of delay to telegrams filed after the hours mentioned.

Senders of telegrams addressed to the City of St. John's should be requested to include the Telephone number of the addressee, if this is known or if the addressee is staying with friends, or boarding, the telegram should, when possible, be addressed in care of the householder in addition to giving the street name and number so that it can be telephoned if the party in whose care it is addressed is a telephone subscriber.

Telegraph Traffic December

Class	1942	1943	Increase
Paid telegrams (included Priority)	84,234	86,285	2,051
Priority	10,400	11,114	714
Phono-telegrams	1,893	1,909	16
Total paid traffic	86,127	88,194	2,067
Deadhead and Service messages	7,568	8,903	1,335
Telegram equivalent Public Despatch	2,900	3,180	280
Total traffic	96,595	100,277	3,682

NOTE—Undoubtedly the number of messages this year would have been greater but for the suspension during the Christmas season of the E.F.M. and XLT service.

During the month 18 complaints were received and investigated. In 12 cases the Service was found to be at fault through carelessness or negligence on the part of officials, and fines were imposed on seven officials in consequence.

POST OFFICE CIRCULAR.

THURSDAY, 3rd FEBRUARY, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury Instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Lomond ... .Miss Mary K. Skanes to be Postmistress and Telephone Attendant as from the 7th January.

TRANSFERS

Channel ... .Mr. A. J. Matchem, Postmaster and Operator Rose Blanche, to be Operator Channel as from the 15th January, 1944.

INDEX FOR POST OFFICE CIRCULAR

An index for pages 1237 to 1340 of the Post Office Circular is now in the course of preparation and it is hoped to have it ready for distribution early in February. One copy will be sent to each office and on its receipt the Circulars to which it refers should be bound together and kept in a convenient place for easy reference.

If any office is missing any copies of the Circulars referred to above the Postmacter should write the Staff Clerk for fresh copies.

ACCOUNTING

Date-Stamping Cheques

Postmasters are requested to date-stamp all cheques which are remitted to the Cashier and Bank of Montreal. Considerable inconvenience is caused by the failure of Postmasters to do this as, without the date-stamp, there is no means by which it is possible to determine which office remitted the cheque.

Endorsement of Cheques

In spite of repeated instructions many cheques are received by the Cashier and the Bank of Montreal which are improperly endorsed. Cheques must be endorsed exactly as drawn. For example, if a cheque is drawn in favour of "George Warren & Son" it must be endorsed "George Warren & Son, per George Warren." It is not sufficient to endorse the cheque as "George Warren. Other examples are incorrectly spelled name on face of cheque and endorsed differently. The cheque may be drawn in favour of Thomas Percy but endorsed as "Thomas Piercey." In such cases the name should be endorsed exactly as drawn and underneath the correct name should be written.

Requisitions for Funds

The Cashier has advised that he is unable to despatch funds to any office unless the requisition is received by him before 11 a.m. daily; as it is impossible to make up remittances before the closing hour of mails.

Government Telegraph Bills

Postmasters are reminded that copies of messages must be attached to Government Bills when forwarding with telegraph statement to the Chief Accountant. No bill will be accepted at Head Office unless supported by copies of the telegrams.

Collection of Radio Licence Fees for 1944.

Money Order Offices

All Radio Licences issued during the year ending 31st December 1943, expire on that date.

Postmasters at Money Order Offices should send out cards (Form No. 1253) to all persons operating Receiving Sets in the districts served by their offices, and if a licence is not obtained within one week a final notice (Form No. 1254) should be sent. A record of the date on which the cards and final notices are delivered should be kept in all cases, and if a licence is not obtained within fifteen days from the date on which the final notice is delivered a telegram should be sent to the Secretary asking for authority to take legal action against persons operating Receiving Sets without a licence.

The date of expiration of Licences issued during 1944 should be shown on the licence as the 31st December, 1944.

Postmasters should arrange to send out Form No. 1253 immediately.

Non-Money Order Offices

Postmasters at Non-Money Order Offices should prepare a list of persons operating Receiving sets in their locality and forward a copy direct to the Chief Accountant at Head Office who will issue the necessary notification cards and forward to the Postmaster for delivery.

On receipt of a Radio Licence fee the Postmaster must give a receipt and send the amount to Head Office. The Licence will then be issued and mailed to the licencee direct.

Postmasters when issuing licences should write the christian name in full and not the initials.

TELEGRAPHS

Telegraph Traffic Year 1943

Class	1942	1943	Increase	Decrease
Paid Telegrams (includes Priority)	779,639	873,939	94,300	.....
Priority	99,225	114,652	15,427	.....
Phono-telegrams	20,366	21,813	1,447	.....
Total paid traffic	800,005	895,662	95,657	.....
Deadhead and Service messages	87,335	104,242	16,907	.....
Telegram equivalent Public Despatch	38,770	35,750	.....	3,020
Total traffic	926,110	1,035,654	109,544	.....

During the year 292 complaints were received and investigated. In 245 cases the Service was found to be at fault through carelessness or negligence on the part of officials, and fines were imposed on officials in 171 cases. These fines ranged from .10 cents to $2.55.

Mis-use of Telegraph Lines

It has been reported that certain members of the public are attaching Radio receiving aerials to this Department's lines in various parts of the country thus causing interruption to the Telephone Circuits involved.

In view of the vital importance of maintaining uninterrupted communication with all parts of the country in the circumstances existing at present, Postmasters and other officials should report to the Secretary by Telegraph immediately they become aware of such illegal connections having been made in their localities in order that action may be taken against the guilty parties without undue delay.

Please copy this notice clearly in ink and display it on the public side of your office for the information of all concerned.

TELEGRAPH OFFICES AND CALL SIGNS

Key: L ..... Landline.
W ..... Wireless
TP ..... Teleprinter

Office	Call Sign	Character of Office
Aguathuna East	AW	L
Aguathuna West	VI	L (Private)
Argentia	AG	L
Arnold's Cove Station	SW	L (Railway)
Badger's Quay	VF	W
Baie Verte	BV	W
Baine Harbour	DY	W
Bay Bulls	BJ	L
Bay L'Argent	SB	W
Bay Roberts	RO	L
Belleoram	BK	W. and L.
Bell Island	RW	W
Benton	JN	L (Railway)
Bishop's Falls	BN	L
Bonavista	A	W
Bonne Bay	BO	W and L
Botwood	BA	TP
Botwood Wireless	CM	TP and W
Bragg's Island	WC	W
Branch	BD	W
Brig Bay	BH	W
Brigus	BM	L
Brigus Junction	BS	L (Railway)
Brunette	JK	W
Buchans	FM	L
Burgeo	GV	W
Burin	BU	W and L
Cape Broyle	CV	L
Cape La Hune	SN	W
Cape Race	DF	L and W. (Can. Govt.)
Cape Ray	PY	L and W. (Can. Govt.)
Carbonear	Q	L
Carmanville	CZ	W
Catalina	CA	W
Change Islands	CI	W
Channel	CB	W and L
Clarenville	SO	L
Clarke's Beach	CK	L
Conche	CQ	W
Conception Harbour	CN	L
Cook's Harbour	KS	W
Corner Brook	JH	L and TP
Cow Head	WD	W
Curling	BY	L
Daniel's Harbour	DH	W
Deer Lake	DR	L
East Wabana	BI	L (Private)
Englee	NG	W
English Harbour West	XR	W
Exploits	EX	W
Fair Islands	FD	W
Fishot	HQ	W
Flat Islands, P.B.	FI	W
Flat Islands, B.B.	AJ	W

Office	Call Sign	Character of Office
Flower's Cove	FW	W
Fogo	FC	W
Fortune	FO	L
Fortune Harbour	FR	W
Fox Harbour	FH	L
Francois	IF	W
Freshwater, P.B.	NA	L
Gambo	GS	L
Gander	AP	TP
Gander Bay	GY	W
Garnish	AN	W
Gaultois	AU	W
Glenwood	GW	L
Glovertown	AB	L
Grand Bank	GB	W and L
Grand Bruit	WM	W
Grand Falls	GF	TP
Great Burin	GU	L
Green's Harbour	GH	L
Greenspond	GP	W
Griguet	GI	W
Groais Islands	HP	W
Hant's Harbour	H	L
Harbour Breton	HB	W
Harbour Buffett	SU	W
Harbour Deep	MB	W
Harbour Grace	X	L
Harbour Main	HM	L
Heart's Content	K	L
Heart's Delight	HA	L
Hermitage	HC	W
Herring Neck	HG	L
Hickman's Harbour	VY	L
Hillview	J	L
Horse Island	HI	W
Howley	HN	L
Indian Island	ID	W
Isle Aux Mortes	RQ	L
Jackson's Arm	PS	W
Jersey Harbour	JR.	W
King's Cove	KC	W
Lamaline	VA	W
LaPoile	NK	W
LaScie	FS	W
Lethbridge	BX	L
Lewisporte	BR	L
Little Bay	US	W
Little Bay Islands	UB	W
Marquise	MU	W
Marystown	MY	W
Merasheen	MA	W
Millertown	RI	L
Moreton's Harbour	MO	W and L
Musgrave Harbour	CF	W
New Harbour	NH	L
Newtown	CH	L
Nipper's Harbour	BC	W
Norris Arm	XS	L

POST OFFICE CIRCULAR.

THURSDAY, 17th FEBRUARY, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury Instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Port Union ... . Mr. William Diamond to be Messenger-Assistant as from the 12th January, 1944.

Avondale ... .Miss Christina Whelan to be Postmistress and Telephone Attendant as from the 5th February.

Hare Bay, B.B. ... .Miss Janie Wiseman to be Postmistress and Telephone Attendant as from the 10th February.

Pass Island ... .Miss Lorina Rielly to be Postmistress and Operator as from the 2nd February.

Port Rexton ... . Mr. John G. Rex to be Postmaster and Telephone Attendant as from the 1st February.

TRANSFERS

Jersey Harbour .. .. Mr. N. J. Boyce, Postmaster and Operator Harbour Breton has been transferred to position of Postmaster and Operator Jersey Harbour as from the 7th February.

Harbour Breton ... . Mr. Albert Sodero, Postmaster and Operator Jersey Harbour has been transferred to position of Postmaster and Operator Harbour Breton as from the 7th February, 1944.

OFFICE OPENED

Jacques Fontaine ... . The Telephone Office at Jacques Fontaine which was closed on the 31st December has been re-opened as from the 1st February, 1944.

CONVERSION OF OFFICE

Great Harbour .. .. The Telephone Office at Great Harbour has been converted to Postal (Non-money Order) Office, as from the 1st February, 1944.

ANNUAL LEAVE

Postmasters are requested to forward to the Secretary the names of relief officials in their vicinity who have telegraphic qualifications and are available for relief work in order that a relief schedule for the year 1944 may be compiled.

It must be realized that annual leave depends upon the number of relief officials available. At the present time the relief staff is seriously depleted due to increases in staff at various offices, resignations, leave of absence, etc.

Postmasters who have students studying telegraphy and postal work should endeavour to have these students become proficient in their work in order that they will be available to relieve.

ACCOUNTING

Money Order Offices

It has come to notice that some officials draw money orders on Port Hope Simpson. Money facilities were withdrawn from this office and Postmasters should refrain from issuing orders on Port Hope Simpson.

It is also noted that C.O.D. Parcels are despatched to Terra Nova. This office only pays money orders and therefore cannot accept C.O.D Parcels.

Interest Coupons from Companies

Remittances have been received by the Cashier in which interest coupons on shares and bonds have been enclosed. These coupons cannot be accepted as cash and Postmasters should refuse them when presented by the public.

Radio Licences

In view of the fact that copies of Radio Licences are still received at Head Office which are not readable, the following notice is repeated:—

"Considerable difficulty is experienced at Head Office in connection with copies of Licences received from various offices. Many of these copies are prepared in such a manner that the name and address of the licencee is not distinct.

"Postmasters should ensure that the carbons used should give a clear and distinct impression. It is of the utmost importance that the name and address be clearly written or printed to ensure that the correct entry may be made in the records at Head Office."

This is the final warning and in future disciplinary action will be taken against officials failing to comply with the instructions.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order service during October 1943:

Office	Errors	No. of Orders issued and paid during October
Bay L'Argent	7	123
Coombs Cove	4	41
Curling	8	313
English Harbour West	5	131
Fermeuse	5	34
Ferryland	6	71
Fox Harbour, P.B.	10	181
Holyrood	7	58
Humbermouth	14	104
Keels	4	50
King's Point	5	115
Lawn	5	92
Lewisporte	6	431
Little Bay, N.D.B.	4	97
Little Paradise	4	102
Manuels	7	51
Marystown	4	222
Millertown	5	175
Moreton's Harbour	4	101
Norris Arm	4	187
Norris Point	4	74
Pass Island	8	56
Pinchards Island	6	13
Point Leamington	5	52
Port Au Port	13	254

Port Blandford	7	182
Port Saunders	4	63
Rocky Harbour	6	71
St. Albans	11	277
St. Brides	9	77
St. Davids	8	125
St. Fintans	5	111
St. John's, East	7	1488
St. John's General	8	6152
St. John's West	9	190
St. Lawrence	6	594
St. Shotts	4	24
St. Vincents	5	38
Sandy Point	4	98
Seal Cove, W.B.	4	74
Spaniard's Bay	5	170
Stephenville	10	639
Sunnyside	9	96
Tacks Beach	4	62
Triton West	4	81
Victoria, C.B.	4	68
Wesleyville	9	154
Windsor	9	520
H.M.C.S. "Avalon"	5	1329

Total number of Orders issued during October	33,385
Total number of Orders paid during October	16,722
	50,107
Total number of errors	489
Percentage of errors	.98
i.e., approximately 10 errors for each 1,000 Orders issued and paid.	
Total number of figure errors	251
Percentage of figure errors	.50
i.e., 5 errors for each 1,000 Orders issued and paid.	

TELEGRAPHS

Telegraph Traffic January

Class	1943	1944	Increase	Decrease
Paid Telegrams (includes Priority)	55,777	59,091	2,314	.....
Priority	7,515	8,590	1,075	. .
Phono-telegrams	1,575	1,592	17	.....
Total Paid Traffic	57,352	59,683	2,331	.....
Deadhead and Service Messages	7,067	7,698	631	.....
Telegram equivalent Public Despatch	2,190	3,170	980	.....
Total Traffic	66,609	70,551	3,942	.....

During the month 23 complaints were received and investigated. In 8 cases the Service was found to be at fault through carelessness or negligence on the part of officials, and fines ranging from .10 cents to .85 cents were imposed on 6 officials in consequence.

Comparative Statement of Traffic for Years 1939 to 1943

	1939	1940	1941	1942	1943
Free Traffic	86,089	126,989	133,386	126,105	139,992
Priority	28,201	32,431	70,459	99,225	114,652
Total Traffic	602,805	698,560	862,834	926,110	1,035,654

Hours for the Transaction of Telegraph Business at Gander

As at the 16th January, 1944, the following change in the hours for the transaction of telegraph business at Gander was effective:—8 a.m. to 6 p.m. daily including Sundays, instead of 8 a.m. to midnight.

Aircraft Detection Service

Renewed attention is called to the last paragraph of the arrangements and instructions respecting the above service which appear on page 1246 of the Post Office Circular, particularly regarding the broadcast transmission of reports when an office fails to make contact promptly with the Watch Office, as it is feared that this requirement is not being strictly followed.

TELEGRAPH OFFICES AND CALL SIGNS

Key: L ..... Landline.
W ..... Wireless
TP ..... Teleprinter

(Continued from page 1352)

Office	Call Sign	Character of Office
Norris Point	NX	W
Northern Bay	NB	L
Notre Dame Junction	NO	L
Oderin	RP	W
Old Perlican	OP	L
Pass Island	WS	W
Petit Forte	PF	W
Pilley's Island	PI	W
Placentia	AC	TP, W. and L.
Pool's Cove	RA	W
Port Au Port	RV	L
Port Aux Basques	F	L
Port Blandford	CY	L
Port De Grave	DG	L
Port Saunders	RU	W
Port Union	WF	W
Pushthrough	HS	W
Quirpon	QN	W
Ramea	JM	W
Red Island, P.B.	RE	W
Rencontre East	RC	W
Rencontre West	MF	W
Renews	RG	L
Roddickton	AK	W
Rose Blanche	YK	W
Sagona	VS	W
Seal Cove, W.B.	SV	W
Sound Island	WR	W
Spaniards Bay	SR	L
Springdale	SP	W
Spruce Brook	GC	L (Railway)
Stephenville	SF	L
Stephenville Crossing	S	L
Stone's Cove	SC	W
St. Alban's	OR	W
St. Andrew's	D	L
St. Anthony	AY	W
St. Brendan's	GJ	W
St. Fintan's	CX	L
St. George's	SA	L
St. Jacques	P	L
St. John's	Z	L ad TP

SUPPLEMENT

POST OFFICE CIRCULAR.

THURSDAY, 17th FEBRUARY, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

TELEGRAPH TARIFF CHANGES

The following amendments to Rule 4 of the Western Union Tariff Book is published for the information of all officials whose work includes the counting of telegrams. The changes in counting became effective on the 1st February and will apply on traffic between Newfoundland and the United States, Canada and Mexico by all routes. Punctuation marks should only be transmitted at the express request of the sender.

Rule 4 covering the counting of chargeable matter in messages is being changed at this time to revise the regulations applicable to messages handled between points in the United States and points in Canada, Labrador, Mexico, Miquelon Island and Newfoundland. For messages between points in the United States and points in Mexico the regulations in effect within the U. S. will apply without exception. For messages between points in the United States and points in Canada, Labrador, Miquelon Island and Newfoundland the regulations will be the same as those for intra-U. S. traffic, except with respect to the count of figures and "other characters" (see PGH 3 (d) below). The regulations governing messages to and from Alaska remain unchanged. The entire section of the rule with respect to counting is reprinted for convenience.

Rule 4

How to Count and Charge for Messages

Application of Rule:

1. This rule applies to domestic messages, i.e., messages to points in the United States, Alaska, Canada, Labrador, Mexico, Miquelon Island, and Newfoundland. For count of cable messages, see Cable Tariff Book.

2. In domestic messages the necessary address and a signature are not counted or charged for.

Acceptable Characters:

3. Only the following characters are acceptable in messages:
   (a) The twenty-six letters of the English alphabet.
   (b) The Arabic numerals 1,2,3,4,5,6,7,8,9,0.
   (c) Punctuation Marks. . , : ; — ? ' " " and ( )
   (d) "Other Characters" $ / & % # ' (indicating feet or minutes, and " (indicating inches or seconds).

   Any character not mentioned above cannot be accepted and must be expressed by the use of acceptable characters.

Double Check

4. Every message in which the number of chargeable words is greater or less than the number of words and groups of letters or figures or characters appearing in the message as transmitted (that is, if the commercial count is different from the traffic count), shall be double checked, the first figure in the check, to the left of the stroke, showing the number of chargeable words, and the second figure, to the right of the stroke, the number of words and of groups of letters, figures or characters as they appear in the message as transmitted.

The traffic count is the number of words and groups of letters, figures or characters in the message text plus all "extra" words in the address and signature. In collect messages the check on both sides of the stroke is increased by one.

Count of Chargeable Matter:

5. The body of the message and chargeable matter in the address and signature will be counted as described below and the message charged for accordingly.

6. The following regulations apply to messages BETWEEN POINTS WITHIN THE UNITED STATES AND BETWEEN POINTS IN THE UNITED STATES AND POINTS IN CANADA, LABRADOR, MEXICO, MIQUELON ISLAND AND NEWFOUNDLAND:

(a) Each single letter, figure or "other character" (see 3 (d) above) and each continuous sequence of letter (including words), figures or "other characters" or any combination of letters, figures and "other characters" separated from other matter in a message by a space or spaces is counted as a separate group and not in connection with any other preceding or succeeding matter. For counting purposes, punctuation marks do not divide into separate groups the matter with which they are associated.

(b) Dictionary words in the English, German, French, Italian, Dutch, Portuguese, Spanish or Latin languages are counted as one word each, irrespective of length. (Code words taken from the Official Vocabulary are considered dictionary words and counted as one word each).

Examples

Excursion (English).... .... 1 word
Herzlichen Gluechkwunsch (German) ... . 2 words
Nous arriverons dimanche (French) .... 3 words
Dolce far ninte (Italian).... .... 3 words
Mijne groete aan me vrouw (Dutch) .... 5 words
Tudo esta perdido (Portuguese) ... . 3 words
Un cabello haze sombra (Spanish) ... . 4 words
Errare est humanum (Latin).... .... 3 words

(c) Words from other languages than those above enumerated may be used in messages, but they are counted at the rate of one word for every five letters.

(d) Combinations of two or more dictionary words are counted according to the number of words of which they are composed.

Examples

And/or (/ is chargeable character).. .... 3 words
Full-rate (— is punctuation) .... 2 words
Dothe (for "do the") ... . 2 words
Itis (for "it is").... .... 2 words

NOTE: The employee who counts the message shall indicate his count of any compound word or combination of words, concerning the count of which there might be doubt, and his count of any group of separated characters which are counted together as one word, by underscoring the word or words and writing the figure indicating his count under the underscore. Except as provided below, where combinations of dictionary words are counted as more than one word, he shall also indicate by a vertical line the point of separation between the words separately counted as one each.

Examples:

Carload	**Post-Office**
1	2
New-Year	**rear-end**
2	2

No separation by vertical lines should be made in the use of non-dictionary words or trade names which are combinations or apparent combinations of dictionary words.

Examples:

Flakewhite	Tourate	Sunkist
2	2	2

(e) Proper names from any language are counted according to the number of words and initials which they contain. Two or more initials may be written together as a letter group.

Examples:

Van Dorne	2 words.	United States	2 words
O'Connor	1 word	Great Britain	2 words
DeWitt	1 word	North Dakota	2 words
John L. Sullivan	3 words	St. Louis	2 words
R. L. Dickson	3 words	New York City	3 words
J.L.R. Smith	2 words	Fort Hamilton	2 words
Hudson's Bay	2 words	New England	2 words

(f) The punctuation marks, period (or decimal point), comma, colon, semi-colon, dash or hyphen, parentheses, question mark, quotation marks and apostrophe are neither counted or charged for regardless of where they appear in the text of a message. Words such as "stop" "Quote", etc., and the words "Comma", "Period", etc., used in lieu of punctuation marks are counted and charged for as one word each.

(g) All groups of letters which are not dictionary words of one of the eight authorized languages or combinations of such words or proper names, are counted at the rate of one word for every five characters. This includes (1) dictionary or non-dictionary words in languages not authorized, (2) initials, (3) abbreviations, (4) mutilated dictionary words, (5) trade names, etc. Punctuations appearing in groups covered by this paragraph are not counted nor do they split the groups for counting purposes.

Examples:

A	1 words	CNR	1 word
ABCDE	1 word	C.N.R.	1 word
ABCDEF	2 words	W.N.E.W.	4 words
Flakewhite	2 words	AM	1 word
Tourate	2 words	P.M.	1 word
Kreml	1 word	N.Y.	1 word
Havyu	1 word	S.C.	1 word
Lb	1word	LOSA	1 word

(h) Message texts written in paragraphs are transmitted as written by the sender, but the paragraphing and the symbol transmitted to indicate paragraphing is neither counted nor charged for. Signatures of messages are not to be paragraphed unless specifically requested by the sender and in such cases the check of the messages is raised by one less than the number of paragraphs and the charge increased accordingly. An indication of the number of paragraphs being charged for is included in the check, for example, "Cnt 3 PGHS". Such indicators are neither counted nor charged for.

(i) All groups of figures, "other characters" (see 3 (d) above) and mixed groups composed of any combination of figures, "other characters" and letters are counted in accord-

ance with (1) below. Fractions can be transmitted telegraphically only by figures on the ordinary printing level, with a diagonal fraction bar, and in mixed numbers, i.e., numbers consisting of a whole number and a fraction, the fraction must in transmission be separated from the whole number by a space.

(1) In messages from, to or between CNT points in Minnesota and between other points in the United States and points in Canada, Labrador, Miquelon Island and Newfoundland each figure and "other character" is counted as one word and each uninterrupted sequence of letters appearing in a combination group is counted at the rate of one word for each five letters.

Examples:

BC-AD (hyphen is punctuation) ..... 1 word

123 ..... 3 words

ABC 123 ..... 4 words

1st ..... 2 words

12-¾ (hyphen is punctuation) ..... 5 words

B&O ..... 3 words

$10 ..... 3 words

$125.34 (decimal is considered punctuation) ..... 6 words

% ..... 3 words

POST OFFICE CIRCULAR.

THURSDAY, 2nd MARCH, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury Instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Corner Brook	Miss Priscilla Baker to be Learner as from the 17th February, 1944.
Corner Brook	Mrs. Mary MacNab to be Assistant as from the 17th February, 1944.
Manuels	Miss Gertrude Porter to be Postmistress and Telephone Attendant as from the 11th February.
Coachman's Cove	Miss Martina Fahey to be Postmistress and Telephone Attendant as from the 1st February.
Pilley's Island	Miss Minnie Weir to be Messenger-Assistant as from the 29th January.
St. John's Telegraphs	Mr. Robert Reid to be Indoor Messenger as from the 18th January, 1944.
Great Harbour	Mrs. G. Cook to be Postmistress and Telephone Attendant as from the 1st February, 1944.

QUESTIONNAIRES

To obtain certain information for the staff records of this Department a questionnaire is being sent to all officials. Officials who are paid monthly have received the questionnaire which was enclosed with the January salary cheque but a number have not completed the form and have not returned it to Head Office. This form must be completed immediately on receipt and returned to the Secretary. Failure on the part of officials to do this may render it necessary to withhold payment of War Bonus for the officials concerned until the desired information is received.

Officials who are paid quarterly will receive the questionnaire with their March quarterly cheque and should complete it immediately and return to the Secretary.

OFFICE OPENED

Harvey Road, St. John's	A Post Office was opened at Harvey Road, St. John's, on the 1st March, 1944. This office will have full postal facilities. Mr. John S. Pearce has been promoted to the position of Postmaster.

MAILS

Resumption of Postal Services with Sardinia, Sicily and Provinces in Southern Italy

Civil Postal Service between non-enemy countries and Sardinia, Sicily, certain provinces in Southern Italy, namely, Bari, Brindisi, Catanzaro, Cosenza, Lecce, Matera, Potenza, Reggiodi-calabria, Salerno and Taranto has been re-opened.

The services, until further notice, will be restricted to unregistered letters not exceeding two ounces in weight and post cards of a purely personal nature. Postage rates charged in Newfoundland will be normal international rates, i.e., 7 cents for the first ounce and 4 cents for the additional ounce; Post Cards 3 cents.

Advice of Reception Cards

Postmasters are not exercising sufficient care in carrying out the instructions issued in respect to Advice of Reception Cards.

Several complaints have been received that Advice of Reception Cards covering registered letters have not been returned to the senders. Letters to the offices concerned pertaining to the non-return of these cards have not been answered.

It is the duty of Postmasters to ensure that all Advice of Reception Cards, having their origin and destination within Newfoundland, are returned direct to the sender by registered post immediately on completion.

C.O.D. Parcels Issued on Non-Money Order Offices

It has come to notice that C.O.D. parcels are still being despatched to non-money order offices, and offices which are paying offices only.

Postmasters should check the list of Money Order offices which is published on page 1270 of the Post Office Circular, before accepting C.O.D. Parcels.

Statistics

The Semi-Annual Statistics will be taken in April, commencing on the 1st and ending on the 30th.

There are a number of cases where the instructions contained in the Post Office Circular dated the 7th March, 1940, page 706, are not being carried out. These instructions are repeated below:—

"The attention of Postmasters is directed to the Post Office Circular dated the 12th October, 1939. They should note that the Semi-Annual Satistics for the months they are taken do not take the place of the Monthly Traffic Reports, which should be sent in as usual."

ACCOUNTING

The following notice concerning mutilation of Money Orders, which was published on page 1287 of the Post Office Circular of the 24th June, 1943, is repeated:

Mutilation of Money Orders

Instructions have been issued repeatedly in Post Office Circulars and are also printed on Money Order Forms, that any mutilation renders the Money Order void; yet despite these instructions many Postmasters persist in changing the amount to correct an error instead of cancelling and issuing another money order.

This is bad enough when the order is drawn on a Newfoundland office but when it is drawn on an office in Canada or the U.S.A., it reflects seriously on the Newfoundland Postal Administration and also delays payment which creates hardship to the payee because the Canadian and U.S.A. Post Offices will not cash these Orders until the amount has been confirmed by correspondence with Head Office, St. John's.

It also happens frequently that the Postmaster neglects to correct his office records when changing the amount of the order. This causes further trouble whenever the Postmaster is asked to confirm the amount of an altered Money Order.

In the interests of the service serious action will be taken against any Postmaster who persists in disregarding the instructions issued by the Secretary of the Department.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Ansley, Miss.	7,587	to	7,600
Chatfield, Ohio	60,196	to	60,200
Eleazer, N.C.	3,106	to	3,200
Lake Village, Ind.	102,201	to	102,600
New York, 40th Naval Const. Batt. Br. N.Y.	11,166	to	11,200
San Antnoia, Sta. 13, Tex	108,974	to	109,200
Struble, Iowa	26,704	to	26,800

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:

Newbury, Ont. 407-54001 to 407-54200; Office No. 3774

TELEGRAPHS

Free Delivery of Telegrams

The limit of free delivery of telegrams is as follows:—Where there is no Messenger telegrams shall be delivered by the Postmaster up to one mile. Where there is a messenger the free delivery shall be one and a half miles with the extension of this distance left to the discretion of the Postmaster. Beyond this limit a telegram becomes liable to special delivery. Under certain circumstances a telegram may be delivered by trustworthy chance or a request should be sent by chance to the addressee to call and take delivery.

When a telegram is received for an addressee outside the delivery limit and no immediate possibility of free delivery presents itself, the office of origin should be notified of non-delivery and of the cost of delivering by special messenger.

In every case confirmation of delivery must be obtained.

Delivery of Telegrams Addressed to Passengers on Trains

Telegrams addressed to passengers on trains due after hours, or at other times when it is not possible to make delivery to Conductor personally shall be delivered to the Railway Agent, the usual receipt shall be obtained. Address telegrams in care of Conductor.

Delivery of Telegrams to Coastal Steamers

In the delivery of telegrams to coastal steamers arriving after office hours, or where the ship does not call at a pier, regulations governing the delivery of telegrams to points where the Department has no telephone office, as directed in Secretary's Circular No. 54, should apply.

Telegrams should be enclosed in a covering envelope bearing the number and date of the enclosed telegram addressed to the Mail Clerk and treated as a registered package. The mail clerk should sign the accompanying letter bill, obtain receipt from the addressee if on board and return both bill and receipt to the despatching office by return mail.

The office of destination should notify the office of origin of the disposition of the telegram.

TELEGRAPH OFFICES AND CALL SIGNS

(Continued from page 1356)

Key: L ..... Landline.
W ..... Wireless
TP ..... Teleprinter

Office	Call Sign	Character of Office
Signal Hill (St. John's)	MS	L & W (Can. Mar. Co.)
St. Joseph's	OS	W
St. Julien's	HQ	W (Seasonal)
St. Kyran's	KY	W
St. Lawrence	ST	W
St. Mary's	SM	W
Tack's Beach	KD	W
Terra Nova	NQ	L (Railway)
Topsail	N	W and TP
Trepassey	SY	W
Trinity	R	W
Twillingate	TW	W
Wesleyville	CW	W and L
Western Bay	WB	L
Whitbourne	DA	L
Windsor	GD	L
Winterton	SI	L

POST OFFICE CIRCULAR.

THURSDAY, 16th MARCH, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury Instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Port Aux Basques ... .Mr. Harry Seward to be Messenger–Assistant as from the 1st March, 1944.

Coombs Cove.... ....Mrs. Minnie Bungay to be Postmistress and Telephone Attendant as from the 1st March 1944.

Bishop's Falls ... .Mr. Sterling Kennedy to be Messenger–Assistant as from the 1st March, 1944.

RETIREMENTS

Hants Harbour.... ....Miss Melinda Critch, Postmistress and Operator, effective 31st January, 1944, on medical grounds.

TRANSFERS

Harvey Road, St. John's . ...Mr. John S. Pearce, Grade III Clerk Administration, to be Postmaster as from the 21st February.

Harvey Road, St. John's . ...Miss Alice Burry, Assorter General Post Office, to be Clerk as from the 1st March, 1944.

Harvey Road, St. John's . ... Miss Elsie Saunders, Assorter General Post Office, to be Clerk as from the 1st March 1944.

Harvey Road, St. John's . ... Mr. Frederick Jenkins, Assorter General Post Office, to be Assorter as from the 1st March.

Administration, Head Office ....Mr. George Nicholl, Assorter General Post Office, to be Grade III Clerk as from the 21st February, 1944.

PROMOTIONS

General Post Office ... .Mr. Charles Nixon, Letter Carrier, to be Assorter as from the 1st March, 1944.

General Post Office ... .Mr. Carman Bishop, Letter Carrier, to be Assorter as from the 1st March, 1944.

General Post Office ... . Mr. Edward Walsh, Letter Carrier, to be Assorter as from the 1st March, 1944.

INDEX FOR POST OFFICE CIRCULAR

The index for Post Office Circulars pages 1237 to 1340 has now been forwarded to all offices accompanied by a folder in which all circulars for the year 1943 should be bound in consecutive order.

It was not possible to supply "Acco" fasteners to bind the Circulars this year due to the shortage of metal, but the Circulars may be secured in the folder by punching holes through with a nail and tying together with twine.

Officials should note that Post Office Circulars are official property and must not be destroyed or parted with.

MAILS

Prohibition of Articles by Parcel Post

The following notice was sent to all offices by the "News Despatch":—

"In the regulations published by the Government under the Emergency Powers (Defence) Act 1940, the following articles may not be included in any parcel or package sent by post to any destination outside Newfoundland or Newfoundland Labrador, except in the case of parcels to persons serving in the Armed Forces Overseas, Members of the Newfoundland Forestry Unit and members of the Merchant Navy.

In the case of parcels or packages sent by post to the foregoing services they must be addressed to the addressee by official number, rank, name and unit, and the gross weight of these commodities must not exceed four (4) pounds in any one parcel.

1. Clothing and articles of clothing of all kinds, whether made up or partly made up.
2. Handkerchiefs.
3. Household articles as follows:—Towels, curtains, face cloths, dish towels, dusters, bed coverings of all kinds, sheets, blankets, quilts, pillow cases and covers, napkins, table cloths, floor rugs, carpets, linoleum and other floor coverings, car and travelling rugs.
4. Piece goods of all kinds.
5. Ladies' hand bags and ladies' purses of all kinds.
6. Umbrellas, parasols and parts thereof.
7. Threads for sewing, crochet or knitting of cotton, rayon, artificial silk, silk or linen or mixtures thereof. Buttons, pins and needles.
8. Smallwares as follows:—Ribbons, Lace, Velvet and velveteen goods, chains, cords, crepes, braids, tapes, embroideries, boot, shoe and stay laces and other smallwares of cotton, wool, linen, silk or artificial silk, elastic round, flat or garter; elastic and non-elastic webbing, artificial flowers, hair nets and manufactures of hair.

Communication with Prisoners of War and Civilians in Japan and Japanese Occupied Territories

Postmasters are reminded that letters and post cards to prisoners of war and civilians in Japan and Japanese occupied territories must now be limited to 25 words and must be either typewritten or written clearly in block lettering.

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order service during November, 1943:

Office	Errors	No. of Orders Issued and Paid during November
Aguathuna	4	150
Argentia	9	1172
Badger	4	156
Baie Verte	5	49
Bay L'Argent	4	144
Belleoram	9	145
Bell Island Mines	11	2197
Botwood	4	712
Buchans	6	1593
Burin North	5	369
Clarenville	4	471
English Harbour West	4	109

Office	Errors	No. of Orders Issued and Paid during November
Flower's Cove	6	111
Fogo	6	161
Fox Harbour	8	226
Gambo	16	36
Glenwood	6	186
Haystack	5	27
Horse Island	6	92
Howley	6	166
Humbermouth	9	111
Isle Aux Mortes	4	158
Jackson's Arm	4	110
Jamestown	7	157
Jerseyside	8	118
Keels	4	52
Lawn	5	112
Lewisporte	11	470
Manuels	4	39
Marquise	5	129
Nipper's Harbour	5	737
Oderin	8	80
Pass Island	5	80
Port Au Port	8	259
Port Blandford	13	273
Portugal Cove	4	27
Rocky Harbour	4	84
St. Alban's	6	294
St. Bride's	4	134
St. David's	6	153
St. George's	13	368
St. John's East	5	1621
St. John's General	31	3326
St. Lawrence	5	534
St. Mary's	5	97
St. Vincent's	4	45
Sandy Point	4	109
Seal Cove, W.B.	4	76
Searston	4	123
Springdale	6	245
Stephenville	7	614
Summerville	9	73
Tack's Beach	7	92
Wesleyville	5	158
Whitbourne	4	203
Winterton	8	77
Windsor	7	505
C.A.P.O. No. 1	8	746
C.A.P.O No. 2	4	341

Total number of Orders issued during November 40,596
Total number of Orders paid during November 19,933

60,529

Total number of errors 619
Percentage of errors 1.02
i.e. approximately 10 errors for each 1,000 Orders issued and paid.
Total number of figure errors 432
Percentage of figure errors .... .71
i.e. approximately 7 errors for each 1,000 Orders issued and paid.

Remittances to Cashier

In spite of repeated notices to the contrary, Postmasters still remit cash to the Cashier for several accounts, such as, stamps and duty or stamps and miscellaneous, on the one remittance form. Each account must have a separate remittance form enclosed in the remittance.

TELEGRAPHS

Telegraph Traffic February

Class	1943	1944	Increase	Decrease
Paid telegrams (includes Priority)	50,766	51,945	1,179	...
Priority	6,527	8,001	1,474	...
Phono-Telegrams	1,478	1,493	15	.....
Total Paid Traffic	52,244	53,438	1,194	.....
Deadhead and Service messages	7,362	7,477	115	.....
Telegram equivalent Public Despatch	3,130	2,710	.....	420
Total Traffic	62,736	63,625	889	...

During the month 22 complaints were received and investigated. In 13 cases the Service was found to be at fault through carelessnesss or negligence on the part of officials, and fines ranging from .10 cents to .50 cents were imposed on 12 officials in consequence.

"Collect" Telegrams Not to be Accepted for Government Departments

Attention is again directed to the acceptance of "Collect" telegrams for Government Departments from persons having no official standing. This applies particularly to the Department of Public Health and Welfare.

Telegrams must not be accepted "collect" for Government Departments except from recognized officials of the Department concerned, who should be requested to show their authority to send telegrams and to sign their official status or rank on the face of the telegram.

Special care should be given in this connection to telegrams handed in "collect" and addressed to the Department of Public Health and Welfare.

Telegrams from private individuals to that Department quoting prices for the supply of goods or material must be fully prepaid.

Enquiries Regarding Telegrams

Enquiries regarding the delivery of telegrams and requests for replies are occasionally being made by service messages, contrary to Censorship regulations.

In the event of a claim of non-delivery being made the matter should be referred to Head Office for investigation, provided that the claim is based on good and sufficient reasons. This must, necessarily, be left to the judgment of the Postmaster or other responsible official receiving the complaint. THE FACT THAT A REPLY TO A TELEGRAM HAS NOT BEEN RECEIVED SHOULD NOT BE REGARDED AS SUFFICIENT REASON FOR CAUSING AN ENQUIRY TO BE MADE.

POST OFFICE CIRCULAR.

THURSDAY, 30th MARCH, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury Instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

MAILS

Resumption of Services to Provinces in Italy

In continuation of the notice which appears on page 1358 of the Post Office Circular, restricted civil postal service to Sardinia, Sicily and certain provinces in Southern Italy is now extended to the following provinces:—Avellino, Benevento, Naples.

This service is restricted to unregistered letters not exceeding two ounces in weight and post cards of a purely personal nature.

SHOE RATIONING

The following instructions on Shoe Rationing has been mailed to all Offices:—

"In conncetion with the rationing in Newfoundland of boots, shoes and rubber footwear, it will be necessary for Postmasters, before handing over parcels containing any of these articles to collect the appropriate coupons from the addressee.

"Parcels requiring the surrender of coupons will be stamped with a special rubber stamp and the number of the coupon to be surrendered will be **marked in red on the parcel**, also the duty bill will show the parcels for which coupons are required.

"The procedure to be carried out at each office is as follows:—

(1) On receipt of parcels bearing the special rubber stamp the addressee should be notified that the parcel is on hand, and that a ration coupon as described in the stamp must be surrendered before the parcel can be delivered.

(2) When the addressee calls for the parcel the coupon required should be detached from the Ration book by the Postmaster after the duty has been collected and a record made in column 6 of the Duty Delivery Book showing the name of the addresssee and the bill number to which the coupon refers.

(3) The coupon collected should be kept in a safe place and enclosed with the weekly or monthly accounts to Head Office, a notation being made on the duty remittance form opposite the amount that a coupon has been collected and is enclosed.

(4) Parcels which do not show the special Rubber Stamp should be delivered in the usual way. These instructions apply to foreign parcels only, i.e. parcels received from places outside Newfoundland and Newfoundland Labrador.

(5) Foreign parcels transferred from one Post Office to another should be examined and the regulations as outlined above should be carried out by the office to which the parcel is transferred for delivery.

These instructions do not apply to offices in the following districts:—St. Barbe, White Bay, Green Bay and Labrador.

PROHIBITION OF ARTICLES BY PARCEL POST

With further reference to the notice on page 1362 of the Post Office Circular, under the above caption, the following is added:—

(1) Persons or Organizations desiring to export from Newfoundland any commodity to which these Regulations apply, shall first obtain a Licence or Permit to do so from the Commissioner for Public Utilities or any person authorized by him. This Licence or Permit may be modified or revoked at any time by the Commissioner or any person authorized by him.

(2) These Regulations shall apply to members of the Armed Forces in Newfoundland except for parcels addressed by them to persons serving in the Armed Forces Overseas, members of the Newfoundland Forestry Unit and members of the Merchant Navy; providing such parcels are addressed to the addressee by official number, rank, name and unit, and the gross weight of these commodities do not exceed four (4) pounds in any one parcel.

ACCOUNTING

Collection of Radio Licences

If, after the time limit set down in the final notice has elapsed, any person who is known to be in possession of or has been operating a Radio without a licence, has failed to purchase a licence, legal action is due to be taken.

Certain Postmasters are being specially authorized to take such action. The procedure will be as follows:—

(1) Each year on the 2nd day of January notices should be sent to all persons who have purchased Radio Licences for the previous year, also to all persons residing in the settlement who are known to be in possession of Radio receiving sets and who have not purchased a licence in the previous year.

(2) Final Notices should be sent to all persons who have not purchased a licence by the 31st January.

(3) When the time set in the Final Notice has expired Postmasters must telegraph the Secretary as follows:—"The following persons operating radios (giving names) were served Final Notices on ..... None of them have purchased a licence to date. Please instruct as to action."

(4) On receipt of instructions to prosecute Postmasters must approach the Magistrate. show him the authority, inform him that on certain dates the persons concerned were operating a Radio without having obtained a licence and ask him to issue a summons.

If the Magistrate is not in the settlement when the instructions to prosecute are received, Postmasters should write him explaining that they have been authorized to take action, give him a list of the persons concerned and ask him to advise as to what steps should be taken. If after the complaint has been laid before the Magistrate but **before a summons has been issued,** any person concerned purchased a licence, the Postmaster should notify the Magistrate. A summons should not be issued in such cases.

If, however, a licence is obtained **after the summons has been issued** the case should come on for hearing and the Magistrate should be told of the purchase of the licence at the hearing.

(5) When taking action Postmasters must be sure:—

(a) That persons summoned have not purchased a licence.

(b) That either the Postmaster or a member of his staff has seen the Radio Receiving Set upon the premises of the defendant and that it is in operating condition.

(c) That the defendant has admitted, in conversation, or by letter to the Postmaster or some other member of his staff, to having operated a Radio on his premises or has acknowledged that a Licence fee is due and owing.

(d) That a licence has been issued in previous years according to the records of the office.

(e) That no notification has been sent to the Secretary that the Radio set has been sold, transferred, dismantled or that the set has not been in operation since the expiration of his previous licence.

(f) That all persons operating radios without licences are summoned after the time limit set by the FINAL NOTICE has expired.

(6) The result of each prosecution should be made to the Secretary in writing.

(7) If the Postmaster has any reason to believe that a certain person is operating a radio but has been unable to obtain any evidence by which to prove it he should write the Secretary giving full particulars. The Secretary may then arrange to have a warrant issued and the premises of the suspected person searched.

(8) If any of the persons summoned are, in the opinion of the Magistrate really unable to pay a fine or purchase a licence, the Postmaster should ask the Magistrate to set a time within which the licence must be paid or allow the offender off with a suspended sentence as he thinks best. The Postmaster must bring this to the attenion of the Magistrate in writing.

(9) Extracts taken from the Radio-Telegraph Act are published in this Circular for your information. The Extracts should be given careful study in order to become familiar with the contents of each section. This will enable Postmasters to explain more fully the working of the Act to the members of the public.

Radio Receiving Licences

Extract from Radio Telegraph Act 1930

(1) No person shall establish any radiotelegraph station or install, work or use any apparatus for transmitting or receiving radio-telegraphic or radio-telephonic signals in any place in Newfoundland or on board any ship registered or owned in Newfoundland except under and in accordance with a licence granted by the Commissioner for Finance.

(2) Where any unlicenced station or apparatus is found it shall be presumed prima facie to have been established, installed, worked and used by the occupier of the building or owner of the ship or vessel in which it is found; provided that such presumption may be rebutted by evidence.

(3) If any radio transmitting or receiving apparatus be found in any building, place, ship or vessel, the fitness for such apparatus for working and use shall prima facie be presumed; Provided that such presumption may be rebutted by evidence.

(4) The occupier of the premises or the owner of a ship or vessel in which any radio transmitting or receiving apparatus is found shall, unless the apparatus be shown to be unusable, produce a licence granted in accordance with seciton (1) hereof, at any time on the demand of any properly authorized officer of the Department of Posts and Telegraphs, or any Constable or Ranger; and in default of such production the apparatus shall be presumed prima facie to be unlicensed: provided that such presumption may be rebutted by evidence.

(5) Whenever any licence which has been issued for the installation and operation of any radiotelegraph station or apparatus shall expire the person to whom the licence has been issued shall be liable to renew such licence and to pay the fees due upon such renewal unless:—

(a) the station or apparatus shall have been transferred to another person and written notice of such transfer with the name and Post Office address of the person to whom such transfer shall have been made and the date of such transfer shall have been sent to the Secretary for Posts and Telegraphs; or

(b) the station or apparatus shall not have been operated since expiration of the licence and shall have been dismantled or shall be otherwise unusable and written notice has been sent to the Secretary for Posts and Telegraphs making declaration of these facts; or

(c) he shall have been notified by the Secretary for Posts and Telegraphs that his licence will not be renewed.

(6) If any person shall in any notice sent to comply with the provisions of section (5) of this section make any false statement he shall be guilty of an offence and shall on summary conviction be liable to a fine not exceeding fifty dollars and in default of payment to imprisonment for a term not exceeding one month or to both such fine and such imprisonment.

(7) (a) Any person who makes a declaration under the provisions of paragraph (b) of subsection (5) of this section that a radiotelegraph station or apparatus has been dismantled or is otherwise unusuable shall on demand of any police constable or ranger or of any official of the Department of Posts and Telegraphs authorized in that behalf produce for inspection the station or apparatus in respect of which such notice has been sent if the same or any part thereof is in his possession.

(b) Any such demand may be made at any time during hours of daylight and further such

demands may be made from time to time unless it shall be established that the station or apparatus has been finally dismantled or is incapable of repair.

(c) If any person shall fail to produce or falsely deny that he has in his possession any station or apparatus he shall be guilty of an offence and shall be liable on summary conviction to a penalty not exceeding fifty dollars and in default of payment to imprisonment for a term not exceeding one month or to both such fine and such imprisonment.

(8) Every person, being a vendor or lessor of any radiotelegraph station or apparatus, shall within ten days following the end of each month in which any station or apparatus shall be sold or let upon hire by him give written notice to the Secretary for Posts and Telegraphs of every such sale or hiring and every vendor or lessor who fails to give such notice shall be guilty of an offence and shall on summary conviction be liable to a fine not exceeding fifty dollars and in default of payment to imprisonment for a term not exceeding one month or to both such fine and such imprisonment.

TELEGRAPHS

Telephone Toll Charges Not to be Collected on Telegrams

As from the 1st April, 1944, telegrams destined to points served exclusively by the system of the Avalon Telephone Compnay, Limited, such as Pouch Cove via St. John's; Markland via Whitbourne, etc., and on which the telephone toll charges from the point of transfer are at present paid by the senders, shall be accepted free of such charges.

Public News Despatch

Postmasters and other officials concerned are reminded that the Public News Despatch which is a public service provided by authority of the Government, must be copied regularly by all offices and made available to members of the public by being properly displayed.

POST OFFICE CIRCULAR.

THURSDAY, 13th APRIL, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Musgravetown .... Miss Dora Greening to be Postmistress and Telephone Attendant as from the 16th March, 1944.

Clifton .... Miss Mary Moody to be Telephone Attendant as from the 7th March, 1944.

Trinity, B.B. .... Miss Dorothy Horlick to be Postmistress and Telephone Attendant as from the 1st April, 1944.

Deer Island, B.B. .... Miss Flossie Feltham to be Postmistress as from 1st April, 1944.

Carbonear .... Mr. Edward Furey to be Messenger as from the 10th March, 1944.

OFFICE CLOSED

Head's Harbour .... The Telephone Office at Head's Harbour was closed on the 31st March, 1944, until further notice.

FACILITIES INSTALLED

Upper Island Cove .... Money Order facilities were installed at Upper Island Cove as from the 1st April, 1944. This office should be added to the list of Money Order Offices as listed on page 1270 of the Post Office Circular.

VACANCIES

Curling .... Position of Assistant. Salary $600.00 per annum with war bonus in addition of $330.00 p.a. for married men and $270.00 p.a. for women and single men. Telegraphic qualifications are required.

St. Fintans .... Position of Postmaster and Operator. Salary $600. per annum with war bonus in addition of $330. p.a. for married men and $270. p.a. for women and single men. Applications will be received up to the 19th April, 1944.

Applicants should state their names in full, date of birth, educational qualifications, whether married or single and departmental experience.

ACCOUNTING

The following Accounting Circulars have been issued and a copy has been forwarded to all offices:—

Accounting Circular D 12A. **Effective 1st April, 1944**

War Savings Certificate, Pass Books

(Forms to be used:—Miscellaneous Account Book; General Report Forms 1016 or 1020; War Savings Certificate Remittance Form W.S.C. 1).

War Savings Certificate Pass Books may be presented at any office in Newfoundland with an application for additional certificates. The accounting procedure is as follows:—

(1) **When application made.** Take cash and Pass Book from applicant and fill in receipt portion of Application Form which must be signed and returned to applicant. Enter the amount received on the Charges side of your Miscellaneous Account Book, describing it **"War Savings Certificate Pass Book No.** ..... "

(2) **Remitting to Cashier.** Cash to the amount of the application with the Pass Book should be remitted to the Cashier, G.P.O. by the first mail leaving the office. Use the War Savings Certificates Remittance Form No. W.S.C.1. Enter the amount remitted on the **Credits** side of your Miscellaneous Account Book describing it as **"Cash remitted for W.S.C. Pass Book No.** :....."

(3) **General Report for Head Office.** At the end of the term the Miscellaneous Account Book will be closed in the usual way, and the Charges in it for War Savings Certificates Pass Books should be entered in the General Report at Item "Other Receipts" and the remittances at "Other Credits." If more than one such item each Pass Book number should be given.

Important. A remittance form must accompany each remittance to the Cashier.

Accounting Circular No. D. 12B **Effective 1st April, 1944.**

Applications for War Savings Certificates

(Forms to be used as specified in Accounting Circular D. 12A).

(1) When an application for War Savings Certificates is received at a Post Office which has not been supplied with Certificates, the Application Form must be filled in by the Applicant and passed to the Postmaster with the cash to cover. The Postmaster will then fill in the receipt portion of the Application Form and return it to the Applicant.

(2) The amount received will then be entered on the **Charges** side of the Miscellaneous Account Book describing it as "War Saving Certificates ....."

(Name of applicant in full)

(3) **Remitting to Cashier.** Cash to the amount of the applications received, together with the Application Forms and Remittance Form W.S.C. 1 should be remitted to the Cashier G.P.O. by the next mail leaving the office. Enter the amount remitted with Reg. No. and date of despatch on the **Credits** side of the Miscellaneous Accounts Book, describing it as "Cash remitted for W. S. Certificates."

To avoid errors the names of the applicants and amounts should be written on the back of the Remittance Forms.

(4) **General Report for Head Office.** At the end of the term the Miscellaneous Account Book will be closed in the usual way. The charges for War Savings Certificates should be entered in the General Report at item "Other Receipts" and remittances at "Other Credits", and the full particulars (name and amount) entered on the back of the form in the space provided for that purpose.

Completed War Savings Stamp Cards presented should be accounted for in the same manner. The entries should of course read "War Savings Stamp Card" with name and address shown.

Acceptance of Coin and Currency

The Cashier has advised that coins and bank notes have been received in remittances which are mutilated and of no value.

Postmasters when accepting coins and currency from the public must exercise greater care and take note that:

(1) the coins are not badly mutilated or plugged.

(2) Bank notes are complete. Several notes have been received with parts torn off, which of course, renders the note valueless. Should any bank note be received which is torn the parts should be repaired with mending tape or adhesive paper before forwarding to the Cashier.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order service during December, 1943:

Office	Errors	No. of Orders Issued and Paid during December
Aguathuna	7	151
Argentia	6	718
Avondale	7	97
Badger	7	133
Bay Roberts	4	416
Bay Bulls	9	180
Belleoram	6	126
Bell Island Mines	8	1580
Bonavista	14	687
Botwood	5	538
Braggs Island	5	29
Brigus	8	270
Brittania	4	86
Buchans	10	887
Burgeo	9	219
Burgoynes Cove	8	39
Burin North	7	380
Carmanville	7	165
Catalina	4	315
Channel	8	734
Charleston	4	90
Clarenville	6	377
Coachman's Cove	4	53
Corner Brook	7	1850
Cox's Cove	4	32
Curling	6	363
Englee	4	112
Ferryland	4	116
Fogo	4	191
Fortune	7	200
Gambo	20	350
Gander	7	1098
Gooseberry Cove	5	54
Harbour Buffett	4	129
Harbour Grace	4	920
Heart's Content	4	212
Hillgrade	4	25
Holyrood	6	95
Humbermouth	9	416
Jamestown	4	60
Jerseyside	4	195
Joe Batts Arm	12	166
Kelligrews	13	112
Ladle Cove	4	85
LaScie	11	261
Lawn	14	94
Lewisporte	11	450
Little Bay, N.D.B.	10	67
Long Harbour, P.B.	11	54
Lower Island Cove	7	125
Manuels	6	67
Marystown	6	316
Milltown	6	85
Musgravetown	4	155

Newstead	6	43
Norris Arm	6	157
Oderin	9	115
Old Perlican	5	145
Point Leamington	6	74
Port Saunders	6	75
Port Union	4	180
Princeton	4	84
St. Alban's	9	236
St. St. Brendans	8	200
St. Davids	7	169
St. George's	6	360
St. John's East	13	2509
St. John's General	101	8734
St. John's West	5	313
Spaniard's Bay	4	277
Stephenville	9	416
Trepassey	4	163
Twillingate	6	641
Wesleyville	8	242
Whitbourne	6	203
Windsor	16	464
Brookfield	8	46
C.A.P.O. No. 1	9	1567
C.A.P.O. No. 2	6	717
C.A.P.O. No. 3	10	670
C.A.P.O. No. 5	4	1374

Total number of Orders issued during December 41,483
Total number of Orders paid during December 23,972

65,455

Total number of Errors 893
Percentage of Errors 1.4
i.e., approximately 14 errors for each 1,000 Orders issued and paid.
Total number of figure Errors 628
Percentage of figure errors .... .96
i.e., approximately 10 errors for each 1,000 Orders issued and paid.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:—

Vancouver, Sub. No. 34, B.C. .... 417-61763 to 417-62000

These blank forms were office numbered 9844.

TELEGRAPHS

Examination of Telegrams

Attention is again drawn to the following extracts from the regulations governing the examination of telegrams for evidence of transmission, etc., and the exchange and confirmation of daily number reports, non-observance of which might result in the failure of telegrams, in connection with which more drastic disciplinary action is contemplated:—

1. At regular intervals (hourly if possible) the "sent" files should be inspected to ascertain if all telegrams sent since last inspection bear proper evidence of transmission.
2. The numbers on telegrams sent and received are to be examined to see that none are missing and that any errors discovered are corrected.
3. Numbers are to be compared daily between offices at closing.
4. If through any unavoidable cause numbers cannot be exchanged on the date of transmissions, comparison must be made on the following morning.

POST OFFICE CIRCULAR.

THURSDAY, 27th APRIL, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Northern Arm ..... Miss Winnifred Porter to be Postmistress and Telephone Attendant as from the 16th April, 1944.

St. John's Telegraphs ..... Mr. Edward Browne to be Teleprinter Operator as from the 8th April, 1944.

St. John's Telegraphs ..... Mr. Harry Penney to be Indoor Messenger as from the 11th March, 1944.

St. John's Telegraphs ..... Miss Philomena Gibbons to be Telephonist as from the 1st April, 1944.

Harbour Breton ..... Miss Florence Chapman to be Messenger-Assistant as from the 27th March, 1944.

Fogo ..... Mr. Freeman Harvey to be Assistant as from the 1st April, 1944.

St. John's East ..... Mrs. Isabel O'Hagen to be Assistant as from the 24th March, 1944.

Little Catalina ..... Mrs. Harry Johnson to be Postmistress and Telephone Attendant as from the 16th April, 1944.

Bishop's Falls ..... Mr. Watson Goobie to be Messenger-Assistant as from the 19th April, 1944.

Port Aux Basques ..... Mr. Cecil Harris to be Messenger-Assistant as from the 1st April, 1944.

TRANSFERS

Stephenville ..... Mr. Allan Matthews, Night Operator Channel, to be Postmaster Stephenville as from the 25th March, 1944.

Marystown ..... Mr. Charles Lomond, Assistant Argentia, to be Postmaster and Operator Marystown as from the 12th April, 1944.

PROMOTION

Harbour Grace ..... Miss Marguerite Dawson, Messenger, to be Assistant as from the 1st April, 1944.

RETIREMENTS

Curling ..... Miss Eleanor Boland, Assistant Curling, to retire on age-limit as from the 31st May, 1944. (The vacancy created by the retirement of Miss Boland was advertised on page 1369 of the Post Office Circular).

OFFICE OPENED

Heatherton ..... A Postal (non-Money Order) Telephone Office will be opened at Heatherton on the 1st May, 1944. This office will handle duty parcels. The nearest Money Order Office is Cartyville.

LEAVE

Postmasters are again reminded that they are not to absent themselves from duty without first obtaining permission from Head Office. When leave is granted officials must resume duty promptly at the expiration of leave.

The attention of all officials is drawn to the fact that when an official commences leave a notification must be sent to the Staff Clerk; also on the resumption of duty from such leave. The attention of officials at non-Telegraph offices is especially directed to this instruction.

MAILS

Inclusion of Photographs in Letters to Prisoners of War and Civilian Internees in Japan and Japanese-occupied Territories

Inquiries as to whether photographs can be sent to Prisoners of War and Civilian internees in Japan and Japanese-occupied territories should be answered to the following effect:—

There is no objection so far as British Censorship is concerned to unmounted personal photographs being enclosed in letters to Prisoners of War and Civilian internees in Japanese hands; but no guarantee can be given that the Japanese authorities will deliver them. Information has been received from various sources that letters containing photographs have been received by some of the prisoners and internees, but this information relates almost wholly to camps in the Northern Area whereas most British prisoners are in camps in the Southern Area, about which comparatively little is known. Unmounted personal photographs for prisoners and internees in both areas will, therefore, be passed by British Censorship; but it must be understood that until the Japanese authorities notify officially that they will admit them, the photographs will be sent on by the Post Office only at sender's risk. The name and address of the prisoner or internees and the name and address of the sender should be written in block-lettering on the back of the photograph, but nothing else should be written on it. The letter accompanying the photograph must not, of course, contain more than 25 words, and must be typewritten or written clearly in block-lettering.

Registered Letters to Places Outside Newfoundland Except Canada

The attention of all Postmasters is drawn to the public notice which was enclosed with the Post Office Circular of the 13th April, 1944, with reference to the sending of currency out of Newfoundland.

This notice was sent to all offices and Postmasters should display it in a conspicuous place on the public side of the office.

When accepting Registered letters addressed to places outside Newfoundland, **except Canada**, the sender should be asked if the letter contains currency. If the answer is in the affirmative, the sender should be advised that the letter cannot be accepted and that a Money Order or Draft must be purchased from the Post Office or from a Bank.

Airgraph for Reunion

Airgraphs for Reunion may now be accepted for both Armed Forces and Civilian addresses.

"Reunion" should be inserted after Nyasaland in (a) and after Palestine in (b) of the list published on page 1230 of the Post Office Circular of the 10th December, 1942.

Airgraph for Gambia, Gold Coast Colony, Nigeria and Sierra Leone

Airgraphs for Gambia, Gold Coast Colony, Nigeria and Sierra Leone may be accepted for **Civilian Addresses only.** These places should be inserted in their respective place in the list on page 1230 of the Post Office Circular paragraph (b).

ACCOUTNING

Money Orders Issued on Great Britain

A large number of money orders drawn for payment in Great Britain are being received at Head Office bearing an incomplete address of payee, and, in some cases, no address whatever is given.

Postmasters are reminded of the revised arrangements for Money Orders issued on the United Kingdom appearing on page 1087 of the Post Office Circular, an independent copy of which was sent to each Post Office. Paragraph 3 states in part: "**As these Money Orders will be mailed to the payee from London it is imperative that the complete address, including street and number and any other particulars which will ensure delivery to the proper person, be furnished.**"

To avoid serious delay and ensure proper delivery of Money Orders drawn on Great Britain Postmasters should make sure that the complete address of the payee is filled in before sending the Money Order to Head Office.

Date Stamping of Cheques

In spite of repeated instructions many Postmasters continue to forward cheques with remittances to the Cashier, Head Office, and to the Bank of Montreal on which no date stamp of the office remitting is shown; this omission causes considerable inconvenience.

When preparing remittances Postmasters must date stamp all cheques; also ensure that the cheques have been properly endorsed. Instructions with reference to endorsement of cheques may be found on page 1319 of the Post Office Circular.

TELEGRAPHS

Easter Pressure Period Traffic

The Secretary desires to express his appreciation of the creditable work of the Postmasters, Operators and other officials which resulted in the traffic during the Easter Pressure Period, 8th to the 10th April, the statement of which appears below, being so successfully dealt with.

	1943	1944	Increase
Total messages	11,635	12,474	839
Priority	1,056	1,089	33

Telegraph Traffic March

Class	1943	1944	Increase	Decrease
Paid telegrams (includes Priority)	58,543	59,949	1,406	.....
Priority	7,708	8,103	395	.
Phono-telegrams	1,537	1,588	51	.....
Total Paid Traffic	60,080	61,537	1,457	....
Deadhead and Service Messages	7,931	8,003	72	...
Telegram equivalent Public Despatch	3,570	3,010	.....	560
Total Traffic	71,581	72,550	969	.....

During the month 16 complaints were received and investigated. In 8 cases the Service was found to be at fault through carelessness or negligence on the part of officials, and fines ranging from .10 cents to .39 cents were imposed on 6 officials in consequence.

Errors in Figures and Figure Words in Telegrams

Attention is drawn to the regulation governing the transmission of figures and figure words in telegrams which appears on page 35 of the Post Office Circular, and which has appeared in subsequent issues at various times. The regulation reads, in part, as follows:

"Figures appearing in telegrams must be repeated in words at the end of the message, by the sending operators, and figure words repeated in figures. No excuse will be accepted for errors after this notice."

As errors are still occurring, it is obvious that the regulation, which should be a sufficient safeguard against their occurrence, is not being strictly followed, and more drastic disciplinary action than heretofore taken against operators responsible will have to be considered.

The above notice was telegraphed to all offices on the 25th April, 1944.

Correction

The following correction is made to the list of Telegraph Offices which appears on pages 1351 and 1356 of the Post Office Circular:

Delete ..... East Wabana.

Insert ..... Robinsons Station ..... L. (Railway)

POST OFFICE CIRCULAR.

THURSDAY, 11th MAY, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

MAILS

Airgraph Messages to Australia and New Zealand

Airgraph Messages addressed to members of the Armed Forces in Australia and New Zealand may now be accepted. Australia should be inserted after Aden and New Zealand after Mauritius in (a) of the list published in the Post Office Circular of the 10th December, 1942, page 1230.

Prohibition of Articles by Parcel Post

Requests have been received from Postmasters as to the acceptance of parcels containing rationed articles, such as: shoes, boots, rubbers and tea, etc., for members of the Armed Forces overseas.

It is advised that the export of rationed articles is prohibited to civilians and members of the Armed Forces. No rationed article must be accepted for mailing outside Newfoundland.

Chain Letters

It has come to notice that Chain Letters have been mailed at various offices. As these letters are prohibited and are mailed contrary to Postal regulations, Postmasters are instructed to seize mail, known to be Chain Letters, and forward to the Secretary for disposal.

Prohibition of Articles by Parcel Post

Attention is drawn to the instructions appearing on pages 1362 and 1366 of the Post Office Circular with reference to the prohibition of clothing and other articles for export outside Newfoundland except where prior authority has been obtained from the Commissioner for Public Utilities and Supply.

It appears that many Postmasters have not read these instructions or have ignored and failed to carry them out as parcels are still received at St. John's containing clothing and other prohibited articles. As these parcels are returned to the office of despatch, in addition to the extra and unnecessary work involved for the Assorters, delay is caused in the mailing of other articles contained in the parcel which are not prohibited.

Postmasters should avail themselves of every opportunity to inform the public of these instructions and a public notice of these instructions should be posted on the public side of the office.

Cessation of Winter and Commencement of Summer Courier Services

Postmasters at the Offices affected should note the cessation of Winter Courier Services and Commencement of Summer Services as indicated below:—

ROUTE 1

Winter Service to Cease

(a) Holyrood to Salmonier; (b) Colinet to Salmonier; (c) St. Mary's to Salmonier.

The last trip over these routes was made on Thursday, the 27th April 1944.

Summer Service to Commence

(a) Holyrood to Salmonier; (b) Colinet to Salmonier; (c) St. Mary's to Salmonier.

The first trip was made on Tuesday, the 2nd May, and will be made on each Tuesday and Friday thereafter until further notice. The mails for these services will be despatched by Argentia train leaving St. John's at 9 a.m. Tuesdays and Fridays.

ROUTE 2

Winter Service to Cease

(a) Carbonear to Ochre Pit Cove; (b) Ochre Pit Cove to Old Perlican; (c) Grates Cove to old Perlican; (d) Bay de Verde to Old Perlican.

The last trip was made on Saturday, the 29th April, 1944.

Summer Service to Commence

(a) Carbonear to Grates Cove.

The first trip was made on Saturday, the 1st May, 1944, and will be made each Wednesday and Saturday thereafter until further notice.

ROUTE 3

Winter Service to Cease

(a) Whitbourne to Green's Harbour; (b) Heart's Content to Green's Harbour.

The last trip was made on Friday, the 28th April, 1944.

(c) Heart's Content to Carbonear.

The last trip was made on Wednesday, the 26th April, 1944.

(d) Heart's Content to Brownsdale.

The last trip was made on Thursday, 27th April, 1944.

Summer Service to Commence

(a) Heart's Content to Whitbourne.

The first trip was made on Monday, the 1st May, and will be made each Monday and Friday thereafter until further notice.

(b) Heart's Content to Brownsdale.

The first trip was made on Tuesday, the 2nd May, and will be made each Tuesday and Saturday thereafter until further notice.

(c) Carbonear to Brownsdale.

The first trip was made on Wednesday, the 3rd May, and will be made each Wednesday thereafter until further notice.

Mails for routes (a) and (b) will be despatched to Whitbourne by Argentia Trains leaving St. John's 9 am.. Mondays and Fridays and for route (c) to Carbonear by the Carbonear Train leaving St. John's 8.20 a.m. Tuesdays.

ROUTE 4

Winter Service to Cease

(a) Norman's Cove to Railway; (b) Bellevue to Railway.

The last trip was made on Thursday, the 27th April, 1944.

Summer Service to Commence

(a) Whitbourne to Bellevue.

The first trip will be made on Friday, the 5th May, and each Friday thereafter until further notice.

ROUTE 5

Winter Service to Cease

(a) Clarenville to Britannia; (b) Britannia to Deer Harbour; (c) Milton to Burgoyne's Cove.

The last trip was made on Tuesday, 25th April, 1944.

Summer Service to Commence

(a) Clarenville to Hickman's Harbour; (b) Milton to Thoroughfare; (c) Thoroughfare to Deer Harbour.

The first trip was made on Tuesday, the 2nd May, and will be made each Tuesday thereafter until further notice.

Effective from Tuesday, 25th April, all mails for Britannia, Thoroughfare, Petley and Deer Harbour will be despatched **via Milton**, instead of **via Clarenville.**

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order service during January, 1944:

Office	Errors	No. of Orders Issued and Paid During January, 1944
Argentia	5	865
Badger	6	123
Baie Verte	5	55
Bay Bulls	5	105
Bay L'Argent	5	110
Bay Roberts	20	608
Belleoram	9	137
Bell Island Mines	11	758
Bishop's Falls	5	211
Bonavista	13	469
Branch	4	39
Britannia	4	81
Brooklyn	7	23
Buchans	8	392
Cape Broyle	5	107
Cape St. George	4	55
Carmanville	4	142
Cartyville	7	118
Chance Cove East	6	45
Clarenville	6	349
Coachman's Cove	4	95
Conception Harbour	5	141
Cupids	4	131
Elliston	5	101
Fermeuse	4	53
Ferryland	4	87
Flower's Cove	5	81
Fox Harbour	6	255
Gambo	8	247
Grand Falls	5	1222
Harbour Buffett	4	121
Holyrood	7	39
Humbermouth	11	89
Jamestown	4	138
Jerseyside	4	73
Lamaline	5	294
LaScie	5	179
Lawn	5	75
Lewisporte	5	372
Milton	4	82
Mount Carmel	4	88
Musgrave Harbour	5	121
Newstead	5	51
Port Au Port	14	178
Portugal Cove	6	21
Rocky Harbour	7	70
St. Alban's	9	210
St. George's	6	230
St. John's East	14	1512
St. John's General	70	5476
St. Lawrence	6	4[illegible]
Stephenville	15	5[illegible]

Summerville	5	56
Sunnyside	4	91
Trinity	5	247
Whitbourne	4	181
Windsor	23	310
C.A.P.O. No. 1	4	908
C.A.P.O. No. 2	4	533
C.A.P.O. No. 5	5	966

Total number of Orders issued during January	32,170
Total number of Orders paid during January	17,901
	50,071
Total number of Errors	713
Percentage of Errors	1.4

That is, approximately 14 errors for each 1,000 Orders issued and paid.

Total number of figure errors	512
Percentage of errors	1.02

That is, approximately 10 errors for each 1,000 Orders issued and paid.

TELEGRAPHS

Telegraph Traffic April

Class	1943	1944	Increase	Decrease
Paid Telegrams (includes Priority)	68,121	68,435	314	
Priority	8,727	8,788	61	
Phono-telegrams	1,730	1,784	54	....
Total paid Traffic	69,851	70,219	368	....
Deadhead and Service messages	7,727	7,782	55	....
Telegram equivalent public despatch	3,160	2,800	.. .	360
Total Traffic	80,738	80,801	63	.. .

During the month 22 complaints were received and investigated. In 12 cases the Service was found to be at fault through carelessness cr negligence on the part of officials, and fines ranging from .10 cents to .50 cents were imposed on 7 officials as a consequence.

Notice of Non-Delivery and Expressage of Telegrams

Attention is drawn to the procedure which appears on page 1187 of the Post Office Circular in connection with non-delivery and expressage of telegrams and which reads as follows:—

"In the absence of a notice from the office of destination to the contrary it is taken for granted that a telegram has been correctly transmitted and duly received.

"When a telegram cannot be delivered by the usual messenger service or where it is addressed to a point without telegraph cor unication, the terminal telegraph office should send a notice to the office of origin stating that it is undelivered and adding such information as would enable the sender to decide if he will have it delivered by special messenger, a non-delivery notice should be in the following form:—

" .... yours (date) John Smith, Cabot Cove, undelivered, party lives five miles from office. Expressage one dollars, otherwise go by mail Saturday."

From ...."

(Expressage is the telegraph term used for special delivery).

If the telegram is to be sent out by special delivery the originating office replies as follows:

"Our Smith, Cabot Cove, express immediately, credit you $1.00."

On receipt of this order the delivery o fice will despatch it promptly by messenger, pay him from the office cash and take credit for the amount in the checks for that date. A receipt must be obtained and attached to the account for that term.

POST OFFICE CIRCULAR.

THURSDAY, 25th MAY, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Port Albert ... Mr. Joseph Bennett to be Postmaster and Telephone Attendant as from the 1st May, 1944.

Leading Tickles ... Miss Hilda Guy to be Postmistress and Telephone Attendant as from the 1st May, 1944.

St. Fintans ... Mrs. S. J. Pike to be Postmistress and Operator as from the 1st May, 1944.

Chapel's Cove ... Mrs. Rosella Terry to be Postmistress as from the 1st May, 1944.

Lamaline ... Miss Elizabeth Collins to be Messenger-Assistant as from the 1st May, 1944.

St. George's ... Miss Margaret Power to be Assistant as from the 15th May, 1944.

Hant's Harbour ... Mr. Clarence Snook to be Postmaster and Operator as from the 16th May, 1944.

St. Anthony ... Mr. Fred Hodge to be Seasonal Messenger as from the 15th May, 1944.

Corner Brook ... Miss Ruby Batstone to be Assistant as from the 1st May, 1944.

Old Perlican ... Mr. Alex March to be Postmaster and Operator as from the 1st May, 1944.

Botwood ... Mr. Eric Lanning to be Messenger-Assistant as from the 1st May, 1944.

Gander Bay ... Mr. Harold Collins to be Postmaster and Operator as from the 16th May, 1944.

Head's Harbour ... Mrs. Adolphus Fudge to be Telephone Attendant as from the 27th April, 1944.

Port Aux Basques ... Mr. Richard Osmond to be Messenger-Assistant as from the 1st May, 1944.

Summerville ... Miss Bessie Humby to be Postmistress and Telephone Attendant as from the 6th May, 1944.

TRANSFERS

Argentia ... Mr. Charles Sweetland, Assistant Marquise, to be Assistant Argentia as from the 1st May, 1944.

Windsor ... Mr. Edwin Winsor, Postmaster and Operator Wesleyville, to be Postmaster and Operator Windsor as from the 9th May, 1944.

OFFICES OPENED

Head's Harbour ... The Telephone Office at Head's Harbour, which was closed on the 31st March, 1944, has been reopened as from the 27th April, 1944.

Middle Brook South ... A Telephone Office has been opened at Middle Brook South as from the 1st May, 1944. Mr. Jesse Pritchett has been appointed Telephone Attendant.

RETIREMENTS

Bay Roberts ... Miss Eva Moore, Assistant, effective 31st May, 1944, on medical grounds.

Gaff Topsails ... Mr. William Moore, Line Repairer, effective the 31st May, 1944, on medical grounds.

MAILS

Enquiries on Mail Matters

It has been noted that duplicate enquiries have been received concerning registered letters, etc., on being received from the Postmaster on behalf of the sender and another made directly to this office by the sender. One enquiry is sufficient and the instituting of a second enquiry only causes confusion and extra work at Head Office.

Postmasters are requested in future to ask if any previous enquiry has been made when requested to trace items of mail matter.

Fuel 1944-45

Postmasters at Money Order Offices are requested to inform the Assistant Secretary by the 1st July, as to the amount of fuel requirements for their offices for the coming year on a form similar to the one printed below:—

FUEL

Amount of coal supplied 1943-44 .....

If no coal was supplied 1943-44 state the quantity and value of wood .....

.....

Amount of Kindling Wood supplied 1943-44 .....

Amount of coal required 1944-45 .....

Amount of wood required for 1944-45 .....

Amount of Kindling Wood required 194-45 .....

Can coal be purchased locally? .....

Date .....

Office ..... Signature of P. M.

(Offices supplied with one Circular must not cut this form from their Circular).

LIST OF MAGISTRATES

The following list, giving the names of Magistrates and Towns at which each is stationed, is published for the information of Postmasters

Asst. Magistrate G. E. Trickett ..... Bell Island.
District Magistrate A. Squarey ..... Bonavista.
Asst. Magistrate T. J. Wade (whose headquarters will be at Corner Brook) ..... Bonne Bay.
Asst. Magistrate G. Penney ..... Channel.
District Magistrate N. Short ..... Corner Brook

Asst. Magistrate J. P. Mulcahy (whose headquarters will be at the Central District Court, St. John's) ..... Ferryland.
Asst. Magistrate C. M. Lane ..... Glovertown.
District Magistrate H. W. Quinton ..... Grand Bank
District Magistrate M. Hollett, B.A. ..... Grand Falls
Asst. Magistrate E. S. Jones ..... Harbour Breton
District Magistrate M. E. Hawco ..... Holyrood
District Magistrate W. J. Linegar ..... Placentia.
Asst. Magistrate R. M. Sparkes (whose headquarters will be at Grand Falls) .. Springdale.
District Magistrate F. M. Wells ..... St. Anthony.
Asst. Magistrate D. J. Scott ..... St. George's.
Asst. Magistrate Greene, LL.B. ..... St. Mary's.
Asst. Magistrate B. J. Abbott ..... Twillingate.
Asst. Magistrate C. L. Summers ..... Goose Bay.

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during February, 1944:

Office	Errors	No. of Orders Issued and Paid During February, 1944
Aguathuna	4	98
Argentia	10	949
Avondale	4	92
Baie Verte	11	55
Bay Bulls	7	154
Belleoram	6	102
Bonavista	4	398
Buchans	6	941
Burgeo	4	200
Burin North	4	290
Cape St. George	6	34
Channel	4	629
Clarenville	4	301
Elliston	4	77
Fox Harbour, P.B.	5	169
Humbermouth	8	92
Lamaline	5	205
Lawn	5	75
Lewisporte	4	296
Oderin	6	90
Port aux Basques	4	132
Port au Choix	4	24
Port au Port	8	218
Port Blandford	7	148
Port de Grave	5	106
Port Rexton	9	130
Rocky Harbour	5	89
Rose Blanche	9	250
St. Albans	8	147
St. Brendans	9	129
St. Bernards	5	55
St. Fintans	4	87
St. Brides	6	54
St. John's East	14	1601
St. John's General	47	5688
St. Joseph's, Sal.	10	173
St. Lawrence	13	394

St. Vincents ...	8	61	
Seal Cove	8	81	
Stephenville ...	4	538	
Stephenville Crossing	6	348	
Summerford	10	131	
Victoria ..	5	72	
Westport	5	48	
Woods Island	6	43	
C.A.P.O. No. 1	5	848	
Total No. of Orders issued during February ...			30,268
Total No. of Orders paid during February ...			14,733
			45,001
Total No. of Errors ...			561
Percentage of Errors ...			1.2
i.e. approximately 12 errors for each 1,000 Orders issued and paid.			
Total No. of Figure Errors			375
Percentage of Figure Errors ...			.83
i.e. approximately 8 errors for each 1,000 Orders issued and paid.			

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Braidwood, Ill.	212,516 to 212,899
Cottonwood, Calif.	146,547 to 146,600
Houghton Lake, Mich.	84,801 to 85,000
Newland, N.C.	62,488 to 62,600
Speigner, Ala.	44,556 to 45,000
Hammon, Sta 1, Ind.	127,703 to 127,800

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:—

Fisher Branch, Man. ... 277-18196 to 277-18200
Office No. 5284

TELEGRAPHS

Routing Indicator

The following notice is again repeated as it is evident that it is being disregarded by some officials:—

"Serious attention is again called to the importance of transmitting the routing indicator on telegrams for points outside Newfoundland. The Department has had frequent complaints that telegrams have been incorrectly routed and investigation shows that it is due to the routing indicator having been dropped in transmission. The sender's wishes should be carried out; and to prevent repetitions of this error, sending operators are directed to confirm the routing indicator at the end of a message and the receiving operator is to show it on the lower left hand corner of the form."

POST OFFICE CIRCULAR.

THURSDAY, 8th JUNE, 1944

Issued by the Secretary to the Department of Posts and Telegraphs St. John's Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Curling .....Miss Harriet McDonald to be Assistant as from the 1st June, 1944.

Rose Blanche .....Miss Brenda Chislett to be Messenger as from the 1st June, ,1944.

Bay L'Argent .....Mr. Alva Banfield to be Messenger as from the 1st June, 1944.

Grand Bank .....Mr. Ewart H. Vallis to be Messenger as from the 1st June, 1944.

TRANSFER OF OFFICE

Fishot to St. Juliens .....The Wireless Station at Fishot was transferred to St. Juliens on the 28th May, 1944. Miss Rita Hunt is the Postmistress. There is no change in the Telegraph Call Sign.

CONVERSION OF OFFICE

Roberts' Arm .....The Telephone Office at Robert's Arm was converted to land-line telegraph operation on the 31st May, 1944. Pilley's Island is the repeating office. The Telegraph Call Sign is "RK."

SECRECY

The Staff of the Post Office are reminded of the necessity of observing the strictest secrecy in regard to any information which may come to their notice in the course of their official duties. The divulgence of any such information is an offence against the official Secrets Acts.

BIRTH CERTIFICATES REQUIRED ON APPOINTMENT

All officials receiving appointments are again reminded that a Birth Certificate and a certificate of medical fitness must be forwarded to the Staff Clerk as soon as possible after appointment.

This regulation applies to all officials in the Service.

LEAVE

The date on which leave commenced and the date of resumption of duty must be reported by all officials taking leave, whether for sick, annual or special leave, to the Staff Clerk. The failure to do this causes inconvenience and delay and necessitates the transmission of unnecessary telegrams.

The attention of officials at non-telegraph offices is particularly drawn to this instruction.

POST OFFICE ROBBERIES

There is a tendency during the summer season for Postmasters to exercise less vigilance in the protection of their premises with the result that robberies and thefts may be committed which might be avoided with a little extra care. Postmasters will, therefore, please carefully observe the following instructions:

(1) Doors and windows of Post Office premises should be carefully locked and bolted at night.
(2) Post office valuables must be given maximum protection at all times, but particularly after the office is closed for the day. If there is a safe on the premises these valuables should be placed therein.
(3) Attention is particularly directed to the fact that if investigation following a robbery discloses that sufficient protection was not accorded Post Office property, either through carelessness or indifference, the Postmaster will be required to make good any loss involved.
(4) In all cases where a robbery or an attempted robbery has been committed the Postmaster should immediately report it by wire or telephone to the Secretary.

TRANS-ATLANTIC AIR MAIL

The Air Mail Service, by the Northern Route, between Newfoundland and the United Kingdom, has been resumed on both directions.

Air Mails for the United Kingdom via this service will circulate through St. John's and must be marked "North Atlantic." The Air Mail rate of postage is 30 cents for each half ounce.

ACCOUNTING

Money Orders Issued on the United States

In spite of repeated instructions to the contrary many Postmasters continue to draw Money Orders on the United States in excess of $10.00 for any one order and to an amount in excess of $25.00 per month.

Money Orders for remittance to the United States may be sold only:

(a) To permanent residents of Newfoundland, United States Base personnel or members of the U.S. Forces serving in Newfoundland.
(b) To an amount which, together with all other remittances by the same applicant (whether through the Post Office or otherwise) **does not exceed $25.00 U. S. in a calendar month.**
(c) **To an amount not in excess of $10.00 U. S. in respect of any one Money Order.**

Complete instructions will be found on page 1339 of the Post Office Circular.

Money Orders for Forces on Field Service in India

Information has been received from the Government of India to the effect that the payment of Money Orders and delivery of insured and Cash on Delivery articles to troops in India through Army Post Offices have been discontinued.

Notification is therefore given that Postmasters will not issue Money Orders, or accept insured articles addressed "C/o Army Base Post Office, India, Bombay, or Karachi and the R.A.F., India."

Remittances to Cashier

Remittances have been received by the Cashier, Head Office, for War Savings Certificates and Cards without the necessary remittance form.

The Pink remittance form must be enclosed in remittances on War Savings Certificates and Cards and remittances on War Savings Stamps. The Remittance form must be clearly marked whether for Certificates or Stamps.

Phonogram Reports

It has been observed that officials at Telephone Offices fail to forward their phonogram report to Head Office.

Form No. 1013 specifically states that one copy must be sent to the Telegraph connecting office with the remittance, **one copy to St. John's**, and one copy to be kept on file.

Stolen Canadian Postal Money Order Forms

The following Canadian Post Money Order Forms have been reported stolen:—

Sutton West, Ont. ..... 528-17040 to 528-17600
Streetsvile, Ont. ..... 477-14047 to 477-14200

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order service during March, 1944:

Office	Errors	No. of Orders Issued and Paid during March, 1944
Argentia	9	950
Badger	7	179
Bell Island Mines	6	1025
Bishop Falls	5	242
Bloomfield	5	63
Bonavista	16	530
Botwood	4	434
Brigus	7	202
British Harbour	4	18
Burgeo	4	316
Carmanville	5	130
Channel	4	844
Clarenville	6	416
Coombs Cove	6	27
Curling	10	335
Elliston	5	97
Ferryland	6	105
Fox Harbour, P.B.	10	189
Gambo	7	291
Heart's Content	4	175
Haystack	6	34
Hillview	4	67
Howley	5	159
Humbermouth	4	96
LaScie	4	178
Lewisporte	7	395
Long Harbour, P.B.	4	106
Milltown	8	84
Moreton's Harbour	5	117
Oderin	4	68
Pilley's Island	5	77
Port Anson	5	66
Port Aux Basques	4	107
Port Au Port	7	266
Port Blandford	6	201
Port De Grave	4	82

Port Rexton	4	141
Port Saunders	6	75
Pouch Cove	4	44
Princeton	5	75
Rocky Harbour	4	84
Rose Blanche	25	479
St. Alban's	21	199
St. Brendans	10	193
St. Brides	5	68
St. Davids	6	89
St. Fintans	6	60
St. Georges	14	338
St. John's East	10	1424
St. John's General	46	6565
St. Lawrence	14	390
Sandy Point	5	71
Seal Cove, W.B.	10	77
Stephenville	15	705
Sunnyside, T.B.	16	64
Twillingate	4	469
Victoria, C.B.	8	127
Windsor	9	454
C.A.P.O. No. 1	5	1015
C.A.P.O. No. 3	4	397
C.A.P.O. No. 4	6	1367
Harvey Road, St. John's	5	373

Total number of Orders Issued during March	36,297
Total number of Orders Paid during March	16,671
	52,968
Total number of Errors	709
Percentage of Errors	13
That is, approximately, 13 errors for each 1,000 Orders issued and paid.	
Total number of figure errors	416
Percentage of figure errors	.79
That is approximately, 8 errors for each 1,000 Orders issued and paid.	

TELEGRAPHS

Expeditionary Force Message Service

The E.F.M. Service to all destinations including Canada and the United States was suspended as from the 23rd May, 1944.

Labrador Offices

Labrador Seasonal Offices have re-opened as follows:

Fishing Ships Harbour	23rd May, 1944
Comfort Bight	1st June, 1944

Accounting for Telegrams for the Farm Labour Division of the War Food Administration of the United States

The Farm Labour Division of the War Food Administration of the United States have representatives visiting various localities recruiting farm labour. Prepaid telegrams may be accepted from Messrs. A. W. Rohde, A. I. Mann and A. G. Joy, which shall be treated in the same manner as telegrams accepted for and charged to Government Departments; that is, bills will be made out to the Farm Labour Division and forwarded to the Accountant, Department of Posts and Telegraphs, accompanied by copies and telegrams.

This instruction was telegraphed to all offices on the 30th May.

POST OFFICE CIRCULAR.

THURSDAY, 22nd JUNE, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. John's, G.P.O. ... . Mr. George M. Hibbs to be Assorter as from the 1st June, 1944.

St. John's, G.P.O. ... . Mr. Edward Taylor, who was granted Leave of Absence to join the Royal Artillery has been honourably discharged from the Services and has assumed the duties of Assorter as from the 1st June, 1944.

Clarenville .. .. Mr. Alonzo Adey to be Messenger as from the 7th June, 1944.

Bridgeport .. .. Mr. P. P. Small to be Telephone Attendants as from the 1st April, 1944.

TRANSFERS

Pool's Cove .. .. Miss Lorina Rielly, Postmistress and Operator, Pass Island,, has been transferred to the position of Assistant Pool's Cove, as from the 14th June.

Petit Forte .. .. Miss Mary Squires, Postmistress and Operator, Oderin, has been transferred to the position of Postmistress and Operator at Petit Forte as from the 16th June, 1944.

RETIREMENTS

Allan's Island .. .. Mrs. Catherine Elliott, Postmistress, effective 31st July, 1944, on abolition of office.

OFFICE OPENED

Bridgeport .. .. A Telephone Office was opened at Bridgeport as from the 1st April, 1944. The telegraph connecting office is Moreton's Harbour.

OFFICE CLOSED

Allan's Island ... . The Post Office at Allan's Island will be closed as from the 31st July, 1944. Mails and Telegraph Traffic for this settlement will be handled at Lamaline.

EXTENSION OF DAYLIGHT SAVING TIME

The extension of Daylight Saving Time came into effect at 11.30 p.m. on the 11th June, 1944. At that hour on Sunday all clocks were advanced by one half hour, thus making the hour Midnight.

GOVERNMENT VICTORY LOAN COUPONS

The following notice was included in the News Despatch on the 19th June, 1944:
'To all Money Order Offices:

Newfoundland Government Victory Loan Coupons may be cashed at any Money Order Office in Newfoundland and remitted to the Bank of Montreal as cash."

MAILS

Addressing of Labels on Mail Bags

It has come to notice that bags of mail are received by Mail Clerks on trains and steamers on which the labels have not been changed but have been despatched with the label which was on the bag when received at the Office. This causes confusion and sometimes overcarrying of mails in addition to delay.

Several cases have come to light where mail has been placed in boxes by the despatching office bearing the original label of that office. It is only due to the alertness of Mail Clerks that the mail is not left in the boxes.

Postmasters should exercise great care when labelling mail for despatch and at no time should mail be despatched without reversing the label and properly addressing, such as "No 4 Express," "No 1 Express" or "East Express," "West Express" or St. John's or the name of the office to which the mail is despatched.

Mail Bags

Many of the empty mail bags when returned to the General Post Office, St. John's, are received in a very soiled condition, in fact some of them are in such a condition as to be almost unfit for further use. However, no Postmaster should take it upon himself to destroy mail bags which are unclean or torn, but should return them to Head Office.

There is evidence to show that these bags are used for purposes other than those for which they are supplied; this applies especially to the small white bag marked "R" in red provided for the despatch of registered mail only, but the suspected irregular and careless usage is not confined entirely to that class of bag. The largerbags (blue and white stripe) are not as a rule properly taken care of.

All officials of this Department, whose duty demands that they handle mail bags, are reminded that these bags are an expensive necessity and, therefore, must be handled with reasonable care. Under no circumstances must they be used for any purpose other than as containers for the conveyance of mail; mail bags must not be allowed into the hands of members of the public.

Postmasters at offices with courier connections should see that contractors for the conveyance of mails observe these instructions and that any irregularity relative thereto is reported immediately to the Secretary.

All Postmasters, and especially those in charge of distribution offices are again instructed to make sure that all mail bags are emptied by turning them inside out.

ACCOUNTING

Errors in Money Order Service

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during April, 1944:

Office	Errors	No. of Orders Issued and Paid during April, 1944
Argentia	10	706
Aguathuna	5	116
Badger	4	137
Baine Harbour	4	99
Bay L'Argent	4	137
Bay Roberts	7	424
Belleoram	6	67
Bellevue East	4	44
Bonavista	9	521
Botwood	5	443
Buchans	4	1016
Channel	6	715
Clarenville	6	360
Coachman's Cove	4	79
Conception Harbour	4	91
Cox's Cove	4	63
Dunville	5	93
Elliston	4	45
Fortune	9	148
Fox Harbour	7	186
Gambo	8	291
Hant's Harbour	4	75
Harbour Breton	5	194
Harbour Buffett	9	95
Haystack	6	31
Howley	4	189
Lamaline	4	222
Lawn	12	83
Lewisporte	4	335
Little Bay	4	112
Long Harbour, P.B.	7	98
Marquise	4	382
Milltown	11	100
Nipper's Harbour	4	71
Pinchard's Island	4	9
Port Rexton	8	143
Port Saunders	4	63
Rose Blanche	20	303
St. Albans	5	234
St. Brides	4	60
St. George's	11	304
St. John's East	13	1522
St. Lawrence	15	436
St. John's General	34	5014
Seldom Come By	6	38
Sunnyside	6	92
Whitbourne	4	137
C.A.P.O. No. 3	4	428
C.A.P.O. No. 4	8	1466
C.A.P.O. No. 5	8	856

Total Number of Orders issued during April	31,488
Total Number of Orders paid during April	15,530
	47,018
Total Number of Errors	564
Percentage of Errors	1.2

That is, approximately 12 errors for each 1,000 Orders issued and paid.

Total Number of Figure Errors 264
Percentage of Figure Errors .... .56

That is, approximately 6 errors for each 1,000 Orders issued and paid.

TELEGRAPHS

Telegraph Traffic May

Class	1943	1944	Incrase	Decrease
Paid Telegrams (includes Priority)	78,511	79,804	1,293	.....
Priority	9,582	10,570	988	.....
Phono-Telegrams	2,062	2,088	26	.....
Total Paid Traffic	80,573	81,892	1,319	.....
Deadhead and Service Messages	7,967	9,751	1,784	.....
Telegram equivalent Public Despatch	3,070	3,180	110	.....
Total Traffic	91,610	94,823	3,213	.....

During the month 18 complaints were received and investigated. In 10 cases the Service was found to be at fault through carelessness or negligence on the part of officials and fines ranging from .10 cents to .33 cents were imposed on 6 officials as a consequence.

Labrador Offices

Labrador seasonal offices have re-opened as follows:—

Grady ..... 3rd June, 1944
Domino ..... 5th June, 1944
Hawkes Harbour ..... 12th June, 1944

SPECIAL NOTICE

Boxes Containing Forest Insect Samples

Small brown cardboard boxes with the printed address

Dominion Entomological Laboratories,
Frederickton, N.B.

are being posted at various offices during the summer.

These boxes contain samples of Forest insects for examination and should be given expeditious treatment by all Post Office officials handling them. The postal rate chargeable is that applicable to sample post, i.e., 2 cents for each 2 ounces or part thereof. These samples cannot be registered.

POST OFFICE CIRCULAR.

THURSDAY, 6th JULY, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Mose Ambrose ... . Mrs. Annie Yarn to be Postmistress and Telephone Attendant as from the 20th May, 1944.

St. John's Telegraphs .... Mr. A. Ahee to be Indoor Messenger as from the 16th June, 1944.

New Bonaventure ... . Miss Sarah Jane Miller to be Postmistress and Telephone Attendant as from the 1st July, 1944.

Wesleyville.... ....Mr. Jack Winsor to be Messenger-Assistant as from the 29th June, 1944.

TRANSFERS

Oderin ... .Mr. Leonard Abbott, Night Operator Twillingate, to be Postmaster and Operator Oderin as from the 1st July, 1944.

Twillingate ... . Mr. Peter Tiller, Messenger-Assistant Wesleyville, to be Night Operator Twillingate as from the 1st July, 1944.

OFFICE OPENED

Boswarlos ... .A Postal Telephone (non-Money Order) Office was opened at Boswarlos as from the 1st July, 1944. The Telegraph connecting Office is Port au Port.

Sheaves Cove ... . A Telephone Office has been opened at Sheaves Cove as from the 1st July, 1944. The telegraph connecting office is Port Au Port.

ANNUAL LEAVE

Requests have been received for extension of annual leave beyond the normal two weeks granted in any one year to officials at Telegraph Offices.

Postmasters and their staff are advised that leave, in excess of two weeks, will not be granted except where an official has obtained permission to carry over leave from 1943. Par-

ticulars regarding the accumulation of leave were given on page 1318 of the Post Office Circular of the 14th October, 1943.

NOTE: Officials must resume duty as soon as their two weeks leave expire. Absences over and above the normal two weeks will result in loss of pay for the period of overstaying leave.

MAILS

Mail Courier Contracts

Two copies of Mail Courier Contracts have been mailed to Couriers who operate yearly Courier Service.

Postmasters of places at which the couriers reside are requested to see that the courier returns one copy, properly signed and witnessed to Head Office as soon as possible.

Information Respecting Mail Matter

No information can be given respecting letter or other mail matter which passes through a Post Office, except to the persons to whom it is addressed, and to the senders when enquiring regarding delivery.

Postmasters are not permitted to furnish any information of any kind respecting the names or addresses of persons who post and receive mail at their respective offices.

In no circumstances is a Postmaster authorized to open the letter of another person received for delivery at or passing through his office.

Any breach of these regulations will be sufficient to subject the Postmaster to immediate dismissal.

Parcels Containing Liquids and Powders Improperly Packed

Parcels containing liquids and powders are being accepted at certain offices with the contents not packed securely enough to withstand the ordinary risks of transit.

The instructions with regard to the packing of parcels containing liquids, fruit, fish, meat, eggs, butter, cream and greasy and strong smelling articles were given on pages 145 and 146 of the Post Office Circular. Parcels containing powders and all pulverised dry substances should be packed with the same degree of care and precaution as is necessary for liquids.

Postmasters should acquaint the public with the proper methods of packing parcels so as to guard against possible damage to the mails, and they should not accept parcels which are not packed in accordance with the instructions given and which are liable to be broken in transit and cause damage to other mail matter.

Missing Registered Articles, Insured Parcels, etc.

It is the duty of an office which fails to receive a registered article or parcel, which has been advised on a letter bill, parcel bill or list, to report the circumstances **immediately.**

Two telegrams should be sent, one to the office from which the registered article or parcel was due to have been received and the other to the Assistant Secretary. A full written report should be forwarded to the Assistant Secretary as soon as possible.

A Postmaster who fails to notify the non-arrival of a registered article or parcel or listed parcel immediately as instructed, or who waits a few days before doing so, will be held responsible for the registered article or parcel and for any claims for indemnity which may arise in connection therewith.

Mis-assorting

In view of the number of enquiries which are received in respect of missing mail matter which, after considerable delay, arrives at the office of destination, it would appear that sufficient care is not exercised in the assorting of mail. The following notice published on page 1058 of the Post Office Circular under the above caption, is repeated:

"There is room for improvement in assorting at many offices. All members of the staff who do assorting work should give this matter their close attention. Owing to the infrequency of the mail service to many parts of the country it should be obvious that a considerable degree of inconvenience is sustained by the public whenever mail or correspondence is sent to the wrong office and this applies especially to the mis-assorting of a bundle of letters. There can be no excuse for putting a bundle of mail in any other bag than that of the proper office of delivery or distribution, and the greatest care in handling bundles should be exercised.

Fuel

Postmasters at some Money Order offices have not yet sent in requisitions for Fuel for their offices. Will the Postmasters concerned please do this immediately.

Correspondence from Outport Offices

In spite of repeated instructions, correspondence addressed to Head Office is being received without the name of the despatching office. The instructions are again repeated:—

"Many Postmasters are in the habit of forwarding correspondence, remittances, requisitions, etc., to Head Office with the name of the despatching office and/or the signature of the official omitted. These omissions result in unnecessy work at Head Office tracing the origin of these communications. In all cases both the office name and the full signature (not initials) of the official must be given."

The failure of officials to carry out these instructions has caused much delay and inconvenience at Headquarters.

Postmasters responsible for these irregularities must give greater attention to the instructions issued for their guidance in order that the business of the Department may be carried on in an efficient manner.

The attention of relieving officials is drawn to the fact that they should take care to put the name of the office at which they are relieving on statements and remittance forms and not the name of their own office. For instance, if the Postmaster of Little Bay, N.D.B., is relieving at Lewisporte he should put "Lewisporte" on the statements and remittance form and not "Little Bay." This error occurs frequently and causes much confusion in the Accounts Branch, Head Office.

Mail Transfer Receipts

On the arrival and despatch of mails, receipts for the number of bags received or despatched, must be given to and obtained from the Courier or, in the case of mails delivered by members of a ship's crew, the senior seaman of the group bringing the mail. Forms, "Postmaster's Mail Transfer Receipt" and "Courier Mail Transfer Receipts" are supplied to every Post Office. When existing stocks are nearly exhausted a fresh supply must be ordered from the Controller of Stores, General Post Office, St. John's.

The "Postmaster's Mail Transfer Receipt" should be made out in duplicate; the original is to be given to the Courier and the copy kept on file by the Postmaster. The "Couriers Mail Transfer Receipt" must also be made out in duplicate, in this case the Postmaster must keep the original signed by the Courier and give the copy to the Courier.

In cases where the Courier, steamer or train arrives during the night when the official is not at the office, a "Postmaster's Mail Transfer Receipt" must be left in the mail box or lobby with the outgoing mail. This receipt must be signed by the Courier if it is in order and left for the Postmaster. The Courier must also leave in the box a "Courier's Mail Transfer Receipt" for

the Postmaster's signature. This receipt should be given the Courier on the arrival of the next mail.

The Postmaster must give a receipt for very mail received and obtain one for every mail dspatched. Any failure or refusal on the part of a Courier or Steamer's Crew to give receipts must be reported to the Assistant Secretary.

This instruction should be brought to the attention of all Couriers.

TELEGRAPHS

Day Letters and Night Letters to Alaska

Advice has been received that Dayletter and Nightletter Telegrams are again acceptable to Alaska as from the 1st May, 1944.

Labrador Offices

The following Labrador Seasonal Office has been re-opened:

Smokey.....18th June, 1944

Errors in Figures and Figure Words in Telegrams

Attention is drawn to the regulation governing the transmission of figures and figure words in telegrams which has appeared from time to time in the Post Office Circular. The regulation is as follows:

"Figures appearing in telegrams must be repeated in words at the end of the message, by the sending operators, and figure words repeated in figures. No excuse will be accepted for errors after this notice."

Conversation Between Wireless Offices Forbidden

All officials are reminded that conversation between wireless offices is forbidden. The use of wireless must be confined to the absolute needs of the service only; any Operator found breaking this rule is liable to be summarily dismissed from the Service.

POST OFFICE CIRCULAR.

THURSDAY, 20th JULY, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Chance Cove ... . Mrs. Nina Smith to be Postmistress and Telephone Attendant as from the 1st July, 1944.

Goulds, St. John's West ... . Miss Mary Everard to be Postmistress as from the 1st July, 1944.

Boswarlos ... .Mr. Nathaniel Eddy to be Postmaster and Telephone Atendant as from the 1st July, 1944.

Sheaves Cove ... .Mrs. Arthur Rowe to be Telephone Attendant as from the 1st July, 1944.

TRANSFERS

St. John's East ... .Mr. John S. Pearce, Postmaster, St. John's, Harvey Road, to be Postmaster St. John's East, as from the 1st May, 1944.

St. John's Harvey Road ... . Mr. Frank House, Overseer General Post Office, to be Postmaster St. John's Harvey Road, as from the 1st June, 1944.

General Post Office ... . Mr. E. Powell, Postmaster St. John's East, to be Overseer General Post Office as from the 1st May, 1944.

FACILITIES INSTALLED

Queen's Cove ... .Money Order facilities were installed at Queen's Cove as from the 10th July, 1944. Postmasters should add this office to their list of Money Order Offices.

BILLS FOR PAYMENT

Bills for board and relief salaries are being received without the dates shown during which the expenditure was incurred.

Postmasters when certifying bills as correct should see that the dates are given.

It is not necessary to submit bills for board or relief salaries in duplicate.

MAILS

Air Mail Letters—Underpaid Postage

Letters which are apparently posted for conveyance by Air Mail but upon which the amount of postage paid is insufficient for air conveyance should not be forwarded by Air Mail, they should be sent by surface routes.

Airgraphs for Cameroons (British Sphere) and Togo (British Sphere)

Airgraphs for Cameroons (British Sphere) and Togo (British Sphere) may now be accepted for CIVILIAN ADDRESSES ONLY. Cameroons should be inserted after British Somaliland, and Togo (British Sphere) after Tanganyika Territory, in section (b) of the list published on page 1230 of the Post Office Circular of the 10th December, 1942.

Unassessed Dutiable Parcels

It has been observed that small dutiable packages have been received at some offices unassessed and delivered by Postmasters duty free.

In addition to the loss of revenue incurred, instances of this nature have caused considerable inconvenience and correspondence which does not tend to improve the prestige of this Service.

In future Postmasters are requested to forward to St. John's any item originating at any office outside Newfoundland or Newfoundland Labrador that appears to be dutiable for Customs examination.

Resumption of Service to Rome and Vatican City State

Information has been received that civil postal service to Italy is now extended to Rome City and Vatican City State.

PRISONERS OF WAR

Address of Correspondence for Prisoners of War and Civilians in Japan and Japanese-occupied Territories

(1) The Japanese Authorities require a new form of address to be used for correspondence to prisoners of war and civilians who are definitely known to be interned in the Far East but whose camp address is not yet known. The address (except in the cases mentioned in 11) should be as follows:—

Prisoners of War Post.
Service des Prisonniers de guerre.
Service number and rank (where appropriate).
Initials and name.
British Prisoners of War (or British civilian internee)
c/o HURYOJOHOKYOKU
TOKYO
JAPAN.

(2) Exceptionally, correspondence for civilian interness only, known to be interned in Japan proper, but whose camp address is not known, should be addressed as follows:—

Prisoners of War Post
Service des prisonniers de guerre
Initials and name
British civilian internee,
c/o KEIHOKYOKU NAIMUSHO
TOKYO
JAPAN.

(3) In all cases the address should, of course, either be typewritten (with the name of the addressee in capital letters) or written by hand wholly in block lettering.

(4) In other respects the method of addressing correspondence is unchanged, i.e., if the camp address is known correspondence should be addressed to the camp as indicated on page 1198 of the Post Office Circular of the 20th August, 1942 (and the prisoner of war or internee number, if known, should be included in the address), and if the addressee is believed to be a prisoner of war or civilian internee in Japanese hands but confirmation of this has not yet been received, correspondence should continue to be addressed c/o the Japanese Red Cross.

NOTE: If any Postmaster is without a copy of the Post Office Circular referred to above, a fresh copy may be obtained from the Staff Clerk.

TELEGRAPHS

Errors in Transmission

The number of errors which are being made by operators in the transmission of telegrams indicates that sufficient care is not being given to this class of traffic. Several cases have occurred recently in which an error has had serious consequences to the senders or to the recipents. In the majority of cases the errors could have been avoided by the exercise of ordinary care in sending or receiving the messages. Speed is an essential feature of the telegraph system but speed at the expense of accuracy only creates public dissatisfaction, multiplies public complaints and brings the Post Office service into disrepute.

The exercise of greater care in the transmission of telegrams is now necessary and all operators and Postmasters are asked to give this matter earnest attention in future. The watchword of the service should be "reliability."

E.F.M. Service Resumed

The E. F. M. Service to all destinations resumed as from midnight on the 11th July, 1944. This cancels the notice appearing in the Post Office Circular of the 8th June, 1944, page 1388.

Telegraph Traffic June

Class	1943	1944	Increase	Decrease
Paid telegrams (includes Priority)	81,966	77,953	.....	4,013
Priority	9,944	9,882	....	62
Phono-telegrams	2,212	2,23	11	...
Total Paid Traffic	84,178	80,176	.....	4,002
Deadhead and Service Messages	9,422	8,603	.....	819
Telegram equivalent Public Despatch	2,830	2,540	.....	290
Total Traffic	96,430	91,319	.....	5,111

During the month 16 complaints were received and investigated. In 10 cases the Service was found to be at fault through carelessness or negligence on the part of officials. In addition 25 errors were disclosed through routine supervision. Fines ranging from .10 cents to 57c. were imposed on 29 officials as a consequence.

Telegrams Addressed to Passengers on Express Trains

To ensure, as far as possible, the delivery of telegrams addressed to passengers on Express trains the addresses of such telegrams should state the day on which the train leaves, and/or, has left St. John's or Port-Aux-Basques, as the case might be; also, if possible, the number of the train. If the first cannot be supplied such telegrams should be accepted at the senders' risk and the senders informed accordingly, and the telegrams so endorsed by the accepting clerk.

This instruction was telegraphed to all offices on the 7th June, 1944.

Interruptions to Telephone Circuits

Postmasters at controlling offices are reminded to report promptly interruptions, total or partial, of telephone circuits. The necessity for promptness in this connection at the present time when delay in having an interrupted circuit restored may have serious consequences, is vital to the defence of the country, therefore, serious notice will be taken of any failure in this respect.

Enquiries Regarding Telegrams

Enquiries regarding the delivery of telegrams and requests for replies are occasionally being made by service messages, contrary to Censorship regulations.

In the event of a claim of non-delivery being made the matter should be referred to Head Office for investigation, provided that he claim is based on good and sufficient reasons. This must, necessarily, be left to the judgment of the Postmaster or other responsible official receiving the complaint. The fact that a reply to a telegram has not been received is not a sufficient reason for causing an enquiry to be made.

Bait Intelligence Service

Beginning on the 13th July, a daily report of bait available in their respective areas will be telegraphed by the Postmasters of the following offices, on behalf of the Department of Natural Resources:—Holyrood, Dildo, Cape Broyle, Bait e Harbour, Terenceville, Rencontre West, Burgeo Bonavista, Twillingate, and Englee.

These reports will be by collect message addressed "BAIT" Natural Resources, and will be charged for at he rate of .15 cents for ten words or less and .01½ cents for words in excess of ten.

Continuous A.D.C. Service at Bonavista

Twenty-four hour continuous watch service commenced at BONAVISTA office at 6 p.m. on the 4th July, 1944.

Renewed attention is drawn to the instruction which appear on page 1264 of the Post Office Circular and various other instructions which have appeared from time to time.

ACCOUNTING

Remittances to Cashier

The Cashier, Head Office, has brought to notice the fact that many errors are occurring in remittances to the Cashier which, however small, cause considerable inconvenience and which could have been avoided by the exercise of ordinary care when compiling remittances. It will be appreciated that as the Cashier handles thousands of dollars daily a small error on the part of some Postmaster may cause hours of extra work to disocver the error and balance the cash at the end of the day.

It is also reported that cheques continue to be received with remittances without endorsement or not properly endorsed. Postmasters are referred to numerous notices which have appeared in the Circular from time to time in this connection.

POST OFFICE CIRCULAR.

THURSDAY, 3rd AUGUST, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Bishop's Cove ... .Mr. Silas Smith to be Postmaster as from the 1st August, 1944.

Horse Islands.... ....Miss Loretta Martin to be Messenger-Assistant as from the 12th July, 1944.

Bonavista.... ....Mr. Charles Walters to be Night Operator as from the 4th July, 1944.

Bonavista.... ....Mr. Marvin Skinner to be Night Operator as from the 4th July, 1944.

River of Ponds ... .Mrs. H. T. Patey to be Postmistress as from the 1st August, 1944.

Charlottetown ... .Mrs. Jean Penney to be Postmistress and Telephone Attendant as from the 26th July, 1944.

PROMOTION

Deer Lake ... .Miss Levinia Chaulk, Messenger, to be Assistant as from the 1st August, 1944.

RETIREMENT

Deer Lake ... .Mr. H. R. Sweetland, Postmaster and Operator, effective 31st July, 1944, on medical ground.

OFFICES OPENED

Bishop's Cove ... .A Postal Office (Non-money order and non-telephone) has been opened at Bishop's Cove as from the 1st August, 1944.

River of Ponds ... .A Postal Office (Non-money order and non-telephone office) has been opened at River of Ponds as from the 1st August, 1944.

CONVERSION OF OFFICE

Benoits Cove ... .The Telephone Office at Benoit's Cove has been converted to Postal and Telephone as from the 1st August, 1944. This office is non-money order. Mrs. James Janes, the Telephone Attendant, has been appointed Postmistress.

MAILS

Christmas Parcels for the Armed Forces Overseas

To ensure delivery before Christmas Day, all parcels addressed to members of the Forces serving overseas must be posted in Newfoundland **NOT LATER THAN THE 20th SEPTEMBER.**

Letters prepaid for surface transit must be posted **NOT LATER THAN THE 20th SEPTEMBER.**

Letters prepaid for Air Transit may be **POSTED UP TO THE 1st DECEMBER.**

Last year Christmas parcels were being delivered weeks after Christmas had passed because of late posting and the heavy burden imposed on transport during the Christmas Season.

Post, therefore, in good time, address your parcels correctly and fully pack them in tin, wooden or stout cardboard boxes.

Post Early for Christmas

Parcels for Ships Addressed "G.P.O. London"

The attention of all counter clerks is drawn to the fact that the contents of all parcels addressed to ships in care of G.P.O. London, must in future be declared.

It has been laid down that for this purpose, the senders should be required to affix to such parcels a Form No. 1329 Customs Declaration, giving (a) particulars of the name and address of the sender and (b) a description of the contents, but it has now been decided that this Form may be dispensed with **in respect of parcels sent by Traders only**, in any case where in accordance with usual trade practice, the senders have affixed to the parcel a private label on which their name and address and **particulars of the contents** are clearly shown. In all other cases the use of Form No. 1329 Customs Declaration is necessary and **parcels not bearing one of these labels must be refused.**

Suitable opportunity should be taken to bring the concession to the notice of traders who make large postings of parcels to ships.

Parcels Containing Cigarettes for Armed Forces

A number of complaints have been received to the effect that parcels of cigarettes mailed to members of the Armed Forces Overseas have been assessed by the British Authorities for Customs duty; with the result that many of these parcels are refused by the addressee and disappointment is experienced by both sender and addressee.

To avoid disappointment senders of such parcels are referred to the arrangements made with the Imperial Tobacco Co. (Nfld.) Limited, whereby cigarettes and tobacco may be sent through this company to members of the Forces overseas without restriction to the frequency of mailing and which are delivered in England duty free. The minimum amount which may be sent free of duty in one parcel is 4 ounces net. There is no maximum quantity for tobacco and cigarettes provided the parcel is within the limits of 22 pounds.

It is also pointed out a number of parcels containing other dutiable goods are being sent to Service men overseas direct to their Units or stations. These parcels are being taxed for duty and irritation to the men is caused. When possible our Liaison Office in London obtains a refund.

To avoid irritation and inconvenience all parcels containing dutiable goods sent to Service men overseas should be addressed with the man's Official Number, Rank and Full Name in care of the Trade Commissioner for Newfoundland, 58 Victoria Street, London, S.W. 1, England.

TELEGRAPHS

E.F.M. Telegrams Revised List of Fixed Texts

With reference to instructions to all offices on the 24th July, 1944, in connection with additional E.F.M. texts, a copy of the revised list is enclosed in this issue of the Post Office Circular and should be kept for future reference.

Attention is drawn to the footnote at the bottom of the list, specifying texts that are not available to and from Canada and the U.S.A.

Suspension of Service with Finland

Information has been received that telegraphic communication with Finland has been suspended until further notice.

Telegrams to Telephone and Non-telephone Offices

Serious attention is again called to the importance of transmitting the "VIA" on all telegrams destined to Telephone or Non-Telephone offices. Unnecessary delay and in many cases Non-Delivery of telegrams is recorded due to this omission. In cases where the proper routing, for any reason, cannot be established the sender should be asked for the nearest place or district or any information necessary for the proper delivery.

In the event of a refund of the charges being made in respect of non-delivery, where it is shown that the telegram was not transmitted in accordance with these instructions, the amount of refund will be recovered from the official responsible for its acceptance or transmission as the case may be.

Telegrams for (BNAF) and (CMF) Forces Via Imperial

Telegrams including E.F.Ms are now acceptable via Imperial to British North African Forces.

Rates for telegrams addressed (BNAF) British North Africa Forces are the same as for Algiers.

Rates for telegrams addressed (CMF) Central Mediterranean Forces are the same as for Italy.

Acceptance of "Collect" Telegrams for Government Departments

Attention is again drawn to the acceptance of "Collect" telegrams for Government Departments published in the Post Office Circular on page 1267. This also applies to telegrams addressed to the Department of War Pensions.

ACCOUNTING

Telegraphed Money Orders

On and from the 1st day of August, 1944, the following revised procedure will be observed in connection with the issuing and payment of Telegraphed Money Orders:—

1. ISSUE. The amount of the Order and Commission is to be collected from the sender as in the case of an ordinary Money Order.

   (a) **The sender must prepare a telegram of advise to the payee stating the amount and what is required and pass to the Postmaster for transmission.**

   (b) The Postmaster will then, in addition, prepare and transmit to the Postmaster at the paying office a message as follows:

   "Postmaster

   .....
   (Name of office)

   Money Order No.....Pay (name of payee and address)

(Amount in words and figures) Sent by (name of sender and address).

Postmaster .....

(c) The sender must pay the regular charge for his telegram of advice and an add tional .10 cents for the message to the paying office. Personal messages must not be included in message to the Postmaster.

TRANSMISSION OF TELEGRAPHED MONEY ORDERS:

Both the sender's telegram of advice and the message to the Postmaster at the paying office must be transmitted as soon as possible after acceptance and the Postmaster at the paying office must check that both messages are received at his office at the same time.

CHECKING

The Money Order Transfer Telegram to the paying office should be checked as an ordinary telegram with the Indicator "G.R.N." immediately following the number of words or check.

The telegram of advice from the sender to the payee, which must show the amount being telegraphed, should be checked and charged for at the rates for ordinary telegrams.

Postmasters at Head and Sub-Repeating Offices should hold any telegram of advice to the payee or the Postmaster, if one or the other has not been received from the office of origin, and send a service message later the same day to the remitting office drawing attention to the non-receipt of one or the other of the two telegrams.

PAYMENTS

Before any Telegraphed Money Order is paid, **the payee must hand over to the Postmaster the telegram of advice received from the remitter.**

The Postmaster will compare both messages to ensure that the amount stated on the payee's message is the same as on that to the Postmaster.

Should the words or figures in the Postmaster's copy disagree with the amount shown on the payee's message no payment must be made. The Payee should be informed that the amount cannot be paid until the correct amount is ascertained.

The Postmaster should immediately service the issuing office asking for confirmation of the correct amount of the order and notify the payee when such confirmation has been received.

Under no circumstances should a Telegraphed Money Order be paid without the corresponding advice from the remitter.

The same rules as to identification, etc., apply to the payment of Telegraphed Money Orders as in the case of ordinary money orders.

Effective from the 1st August, in any case of overpayment made as a result of a Postmaster's neglect to check the Telegraph Money Order with the advice to the payee, the Postmaster or official responsible for paying the order will be liable for the amount of the overpayment.

U. S. Postal Money Orders Reported Stolen

The following United States Postal Money Orders have been reported stolen:—

Austin, Colo	52,554 to 54,000
Chicago, Sta. 140, Ill.	124,586 to 124,800
San Francisco, Sta. 50, Calif.....	48,653 to 48,800
Cottonwood, Calif.	146,547 to 146,600

The above Orders, if presented at a Newfoundland Office, must not be paid.

POST OFFICE CIRCULAR.

THURSDAY, 17th AUGUST, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Harricott ..... Mr. Harold Taylor to be Postmaster as from the 1st August, 1944.

Gambo ..... Miss Mary Norman to be Messenger-Assistant as from the 1st July, 1944.

Botwood Wireless ..... Miss Beatrice Kearley to be Learner as from the 8th August, 1944.

Englee ..... Miss Beatrice Edgar to be Messenger as from the 1st September, 1944.

Great Harbour ..... Mr. John Harris to be Postmaster and Telephone Attendant as from the 1st August, 1944.

Jeffrey's ..... Mr. Albert Hulan to be Postmaster and Telephone Attendant as from the 10th August, 1944.

TRANSFERS

Rose Blanche ..... Mr. Lester Melbourne, Postmaster and Operator Cape La Hune, to be Postmaster and Operator at Rose Blanche as from the 1st September, 1944.

Moreton's Harbour ..... Mr. George Bishop, Postmaster and Operator Groais Islands, to be Postmsater and Operator Moreton's Harbour as from the 12th August, 1944.

Wesleyville ..... Mr. Garfield Ginn, Postmaster and Operator Moreton's Harbour, to be Postmaster and Operator at Wesleyville as from the 12th August, 1944.

OBITUARY

The Department regrets to announce the death of Mrs. Elizabeth Spracklin at Charlottetown on the 11th July, 1944.

Mrs. Spracklin entered the Service as Postmistress and Telephone attendant at Charlottetown in 1914.

OFFICE OPENED

Harricott ..... A Postal (non-Money Order and non-Telephone) Office was opened at Harricott on the 1st August. The nearest Money Order Office is Mount Carmel.

MAILS

Date Stamping

Periodical examinations of the correspondence received at the General Post Office, St. John's, from the Outport offices, indicate that many Postmasters are not taking sufficient care to cancel the stamps properly and to give a clear impression of the name of the Office and the date.

All Offices have been supplied with the regulation hand obliterators and should take the necessary care to use them properly for the following reasons:—

1. The proper cancellation of the stamps is necessary in order to avoid the risk of its being used again and thereby causing loss of revenue.
2. A clear impression of the name of the Office and the date of posting is necessary for the purpose of facilitating any enquiry which may be necessary in the event of the letter being delayed or otherwise irregularly treated.
3. A slovenly method of date-stamping helps to give the public a poor impression of the work of the Post Office|

All Postmasters who in the past have not exercised sufficient care in this matter should endeavour to effect a permanent improvement forthwith. Any mechanical difficulty which may be experienced in the use of the hand obliterators should be reported to the Controller of Stores, General Post Office, St. John's.

Emptying Mail Bags

There is reason to believe that many Postmasters are not turning the mail bags inside out completely when they receive a mail. Supposedly empty bags have been received back at the General Post Office, St. John's,, on various occasions with pieces of mail hidden in the folds and addressed to the office returning the empty bags. It is unnecessary to enlarge upon the great inconvenience and the delay which is occasioned to the public's mail by such gross carelessness, and Postmasters are warned against being responsible for such failure in future.

Wrong Delivery of Mail

It sometimes happens that a letter or other item of mail is, through inadvertence, delivered to a person other than the correct addressee or his Agent by a Letter Carrier or through the General Delivery or a Post Office Box. If the item is handed back at once unopened no harm is done but if the receiver opens it before handing it back the Postmaster or other delivering officer is in a position of some difficulty in explaining the circumstances when he comes to deliver the item to the correct addressee.

In such csaes it is always best to explain the circumstances fully to the addressee and to offer an apology. He is entitled to such an explanation and any attempt on the part of the delivering officer to evade the issue or tell anything less than the full truth will only serve to create suspicion in the mind of the addressee.

The delivering officer should ask the person who wrongly opened the item to endorse the back of the envelope in some such terms as "Delivered to me by mistake and opened inadvertently" or "Delivered to me by mistake, not for me"; and sign his name. If the person concerned refuses to do this the delivering officer should endorse the back of the envelope "Delivered by mistake to Mr. ..... , opened by him and handed back," and add his own name. The delivering officer should take a note of the circumstances for future reference if necessary. Any appreciable delay between the time delivery is made to the wrong person and the time it is handed back should also be noted. If it seems advisable that Headquarters should be informed a report should be made to the Secretary.

A letter, etc., which has been wrongly delivered and opened should be resealed as neatly as possible before delivery to the correct addressee.

Assorting Mails at Distribution Points

Postmasters at Offices which serve as distribution points should note that on the arrival of a mail which has to be re-assorted they should deal with that portion which is due for onward conveyance by the waiting Couriers before they attend to the assorting and delivery of the mail of their own settlements.

It is essential that there should be the minimum of delay between the arrival of the mail and the despatch of the connecting Courier Services. An avoidable delay of only one hour in despatching a Courier may cause serious dislocation throughout the whole of that service compared with which the delay of an hour in delivering the mail to the public at the distribution point is of relatively small importance.

ACCOUNTING

Remittances to Cashier

When preparing remittances for the Cashier, Head Office, the following points should be borne in mind:—

1. Remittance Forms must be enclosed with cash.
2. Ration coupons must be forwarded to the Cashier with remittances, not to the Chief Accountant.
3. One declaration form only is required covering all remittances in one register.
4. Remittance forms must not be forwarded with accounts. They should be enclosed with the cash.
5. Accounts must not be forwarded to the Cashier in the "Cashier Envelope."
6. Greater care should be exercised in the acceptance of mutilated coins. Many of these coins are received by the Cashier and are returned to the remitting Postmaster as they are of no value.
7. One remittance form must not be used for more than one account. That is, a separate form must be prepared for each remittance on Stamps, Duty, Miscellaneous, etc.
8. If War Savings Certificate stubs or cards are in Cashier envelope it must be clearly marked "War Savings Certificates," or "War Savings Cards."

A little care by Postmasters in this connection will save hours of valuable time.

TELEGRAPHS

E.F.M. Service

(Correction)

The notice which appears on page 1399 of the Post Office Circular should read:

"To all destinations to which the service is avaliable."

Damage to Telegraph Wires and Insulators

The following notice which appear on page 1195 of the Post Office Circular, is repeated for attention:—

"A notice regarding damage to Telegraph wires and insulators was sent in 1942 to all offices which have landline connections, for display in a prominent place on the public side of the office.

"The vital importance of insulators will be more fully appreciated when it is stated that one missing insulator has been known to put a line totally to ground and thereby make it unworkable during wet weather. No electric circuit can be expected to work properly when insulators are missing. This is especially the case on circuuits equipped with duplex teleprinter instruments.

Postmasters are the custodians of the Department's property and must report to the Controller of Telecommunications all unlawful acts, such as the wilful breaking of insulators, which may come under their notice. They should also take steps to ensure that all missing insulators are replaced as soon as possible.

The vital importance of uninterrupted communications at this time makes any interference with telegraph lines a serious offence and liable to endanger life and the defence of this Country and Continent.

Receipts for Telegraphs Delivered

The instruction which appears on page 1256 of the Post Office Circular, is repeated for attention.

"A receipt must be obtained for every telegram delivered. Should any office inadverently run short of regular receipt forms, they should be made by the operator on a piece of paper of appropriate size.

"Receipts must show full details, namely:—

(a) Time the telegram was sent out for delivery.

(b) Time it was delivered.

(c) Time the messenger or official returned, as well as:—

(1) Signature of the person to whom delivery was made.

(2) Signature of the messenger or official who made delivery.

In offices where Assistants or Messengers are employed, it is the duty of the official in charge to scrutinise each receipt immediately on return of the Assistant or Messenger.

When an opportunity occurs to send for delivery a telegram addressed to a point outside the free limit a receipt form should accompany it marked: "Please sign receipt form and return to this office by first chance or by mail." The name of the person by whom the telegram is taken for delivery and the time it is sent out must be noted on the office copy of the telegram and this must be kept out until return of receipt by the addressee or his agent. A further request or confirmation of delivery must be made if the receipt is not received within a reasonable time.

Attention is drawn to Secretary's Circular No. 54, 11th July, 1935, dealing with the delivery of telegrams mailed to post offices having no telegraph or telephone connection.

POST OFFICE CIRCULAR.

THURSDAY, 31st AUGUST, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Haystack	Mrs. Minnie Halfyard to be Postmistress and Telephone Attendant as from the 28th August, 1944.
Port Aux Basques	Miss Gladys Anderson to be Messenger-Assistant as from the 12th August, 1944.
St. Anthony	Mr. Kenneth Penney to be Seasonal Messenger as from the 12th August, 1944.
Cannings Cove	Mrs. Lewis Simmonds to be Postmistress and Telephone Attendant as from the 1st September.

TRANSFER

Deer Lake	Mr. C. B. Pritchett, Postmaster Curling, to be Postmaster and Operator Deer Lake as from the 13th August, 1944.

OBITUARY

The Department regrets to announce the death of Mr. Richard Loder, of Hillview. He was accidentally killed on the 24th August while conveying mail from Northern Bight Station to Hillview.

Mr. Loder has been the Mail Courier at Hillview for a number of years.

ANNUAL LEAVE

All officials at Outport offices are reminded that the commencement of leave must be reported to the Staff Clerk and that they must resume duty promptly on the completion of such leave. A number of cases have occurred recently where officials have overstayed leave without forwarding an explanation and as a result have had their salary stopped for the number of days off duty in excess of leave granted. If, in the event that an official is unable to report for duty when leave has expired, a full explanation should be forwarded to the Secretary stating the cause of overstaying leave.

MAILS

Addressing of Mail—Canadian Forces in Newfoundland

Information has been received from the Canadian Postal Administration that it is now permissable to show the geographical locations of the C.A.P.O. 1, 2, 3, 4, 5 and 10, which are as follows:—

C.A.P.O. No. 1	St. John's
C.A.P.O. No. 2	Gander
C.A.P.O. No. 3	Botwood
C.A.P.O. No. 4	Gander
C.A.P.O. No. 5	Torbay
C.A.P.O. No. 10	Goose Bay, Labrador

Airgraphs to Australia and New Zealand

Airgraph messages may now be accepted from civilians for civilians in Australia and New Zealand.

Australia should be inserted after Anglo Egyptian Sudan and New Zealand after Mauritius in Section (b) of the list published in the Post Office Circular of the 10th December, 1942, page 1230.

Resumption of Services to Provinces in Italy

In continuation of the notices which appeared on page 1358, 1365, and 1398 of the Post Office Circular, restricted civil postal service is now extended to the following provinces: Rome Campobasso, Littoria, Frosinone, Aquila Chieti, Pescaro, Teramo and Foggia.

Airgraphs for Turkey

Airgraph messages may now be accepted for CIVILIAN ADDRESSES ONLY in Turkey. Turkey should be inserted after Transjordan in section (b) of the list published in the Post Office Circular of the 10th December, 1942, page 1230.

Prohibition of Articles by Parcel Post

The regulations published in the Post Office Circular of the 16th March, 1944, prohibiting despatch of articles by Parcel Post have been amended and the following may now be accepted for despatch through the Post:

(1) Hand made, home knit wooden articles of clothing.
(2) Fur goods manufactured in Newfoundland.
(3) Any goods manufactured by Nonia, the Grenfell Association and the Jubilee Guilds of Newfoundland, Labrador.

A declaration from the sender giving full details of the goods contained in the parcel and that the contents conform to the regulations in paragraph 1 to 3 inclusive should be affixed to the parcels or packages tendered for despatch.

These regulations do not apply to any commodity which is sent by parcel post to a member of His Majesty's Forces or a member of the Royal Merchant Navy or a member of the Forestry Unit, or to prisoners of War provided:

(1) That the commodity or commodities sent shall be of such a kind as would ordinarily be for the personal use of the persons to whom the parcel is sent.
(2) That the parcel containing such commodity or commodities shall be addressed with the name, rank, also the official number of the person to whom it is sent.
(3) That except in the case of a prisoner of war the gross weight of the commodity or commodities contained therein shall not exceed four pounds.

SPECIAL NOTICE

Boxes Containing Forest Insect Samples

With reference to the notice appearing on page 1392 of the Post Office Circular under the above caption, it is now advised that an extension of the Forest Insect Survey is now made to the Northern Peninsula and White Bay Area. The object of the Forest Insect Survey is to determine by sampling the presence of injurious insects in our forests so as to be able to take necessary measures for control before infestation assume serious proportions. The insects collected are sent in self-addressed, especially constructed cardboard boxes about 4" square by 2" deep, to the Dominion Entomological Laboratory at Fredericton, N.B.

It is of great importance that the insects arrive with the least possible delay and all officials concerned are requested to give these packages expeditious treatment.

The postage rate chargeable is that applicable to sample post, i.e., 2 cents for each 2 ounces or part thereof. In case of insufficient postage the packages will be despatched without delay and the package taxed for double the amount of insufficient postage.

ACCOUNTING

Telephone Rentals

It has been the practice of Postmasters, when collecting Telephone rentals, to list the names of the subscribers and the amount collected on a scrap of paper which is usually attached to one or other of the Accounts, or enclose it in the remittance to the Cashier.

In future all Telephone Rent Collections must be listed on the "General Account" preferably on the "Receipt Side." If too numerous the list may be made on the back of the Account in any available space and marked "Phone Rents" to ensure that the amounts are credited to the proper persons as the lists referred to above have, in some cases, not been received or lost after receipt at this office.

Telegraphed Money Orders

With reference to the instructions on pages 1403 and 1404 of the Post Office Circular dated the 3rd August, 1944, under "Payments" there appears to be some doubt in the minds of certain Postmasters with regard to the final disposal of the message of advice to the payee.

The instructions read that the message must be handed over to the Postmaster for comparison.

This message should not, however, be retained but should be date stamped and initialled by the paying clerk after it has been compared with the message to the Postmaster, then returned to the payee.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during May, 1944:

OFFICE	ERRORS	NO. OF ORDERS ISSUED AND PAID DURING MAY
Argentia	6	690
Bay L'Argent	7	228
Bonavista	7	579
Botwood	6	470
Brigus	4	187
Buchans	4	855
Burin North	4	369
Carbonear	7	684
Catalina	4	298
Clarenville	4	455
Gambo	7	362
Harbour Grace	5	625
Hillview	4	97
Holyrood	20	107
Howley	5	213
Humbermouth	15	200
Jamestown	8	158
Jerseyside	4	90
Ladle Cove	5	47
Lamaline	8	287
LaScie	4	146
Lawn	9	60
Lethbridge	5	97
Lewisporte	7	372

Little Bay	6	59
Little Hearts Ease	4	60
Lower Island Cove	5	69
Lush's Bight	4	39
Marquise	5	394
Milltown	15	125
Milton	6	99
Mount Carmel	4	50
Musgravetown	5	113
Newtown	4	81
Oderin	6	89
Pass Island	5	72
Pinchard's Island	4	12
Port Anson	6	53
Port au Port	12	226
Port Blandford	4	164
Port de Grave	4	78
Port Rexton	4	156
Ramea	7	132
Red Island	4	50
Rencontre West	5	116
Rose Blanche	6	357
St. Alban's	4	244
St. Bride's	7	90
St. George's	12	229
St. John's East	31	1,514
St. John's General	45	4,409
Seal Cove	10	97
Stephenville	9	735
Stephenville Crossing	6	326
Summerville	4	49
Sunnyside	5	85
Wesleyville	4	131
Whitbourne	12	181
Windsor	17	396
C.A.P.O. No. 4	5	1,361
H.M.C.S. Avalon	9	1,598
Harvey Road Post Office	4	461

Total number of Orders issued during May	32,030
Total number of Orders paid during May	17,559
	49,589
Total number of Errors	694
Percentage of Errors	.14
i.e. approximately 14 errors for each 1,000 orders issued and paid.	
Total number of Figure Errors	440
Percentage of Figure Errors	.89
i.e. approximately 9 errors for each 1,000 Orders issued and paid.	

TELEGRAPH TRAFFIC JULY

CLASS	1943	1944	Increase	Decrease
Paid telegrams (includes Priority)	80,001	82,127	2,176	
Priority	9,853	10,389	536	
Phono-telegrams	1,861	1,873	12	
Total paid traffic	81,862	84,000	2,138	
Deadhead and Service messages	9,925	9,583		342
Telegram equivalent Public Despatch	3,190	3,470	280	
Total traffic	94,977	97,053	2,076	

POST OFFICE CIRCULAR.

THURSDAY, 14th SEPTEMBER, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Bell Island Way Office .... Mrs. Margaret Cahill to be Postmistress as from the 1st September, 1944.

Groais Islands .. .. Mr. Samuel Bungay to be Postmaster and Operator as from the 22nd August, 1944.

Milltown, H.B. .. ..Miss Amelia Sutton to be Postmistress and Telephone Attendant as from the 16th August.

Carbonear ... . Mr. Hubert Simms to be Messenger as from the 2nd September, 1944.

St. Leonards .. .. Mrs. J. Callahan to be Telephone Attendant as from the 1st October, 1944.

TRANSFER

Curling ....Miss Agnes Power, Postmistress and Operator Musgrave Harbour, to be Postmistress Curling as from the 3rd September, 1944.

OFFICE OPENED

Canning's Cove . ... A Post and Telephone Office was opened at Cannings Cove on the 25th August, 1944. This is a non-Money Order office. The nearest Money Order Office is Musgravetown and telegraph traffic will circulate via Lethbridge.

SUSPENSION OF ADDITIONAL DAYLIGHT SAVING TIME

The extension of one half hour on Daylight Saving Time was suspended on Sunday, the 3rd September, 1944. At midnight all clocks were put back a half hour, thus making the hour 11.30 p.m.

MAILS

Introduction of Civilian "Air Letter" Service

A Civilian "Air Letter" Service was introduced on the 11th September 1944, at a postage fee of .10 cents.

Hitherto this service has been available only for correspondence to or from members of the Armed Forces and the Merchant Navy. Air Letters may now be used for communications addressed either to members of the Forces or to civilians in the United Kingdom and the Empire, including the British Mandated Territories in Africa, Asia and the Pacific, the principal countries concerned being Great Britain, Australia, New Zealand, Union of South Africa, Southern Rhodesia, India, Ceylon, East Africa and Palestine. The service will also extend to Egypt, Anglo-Egyptian Sudan, Iraq and Iran.

Air Letters, which will normally be carried all the way by air, must be written on special Air Letter forms which may be obtained free from Post Offices; a ten cent stamp must be affixed before posting. For the present the form marked "Armed Forces Air Letter" will be used by civilians also. No other type of form may be used and no enclosures are permitted.

Air Letters cannot be accepted for registration.

The ordinary air mail service is being continued without change.

Reduction in Rates of Airgraph Letters

A reduction in the rate for Airgraph letters has been approved with effect as from the 11th September, 1944.

The Postage rate for Airgraph letters, for both military and civilian addressees in all countries to which this service at present extends, will be reduced to FIVE CENTS (.05c.)

Airgraph Service

The following is a revised list of places to which the Airgraph service is available:—

(1) To Armed Forces serving in the UNITED KINGDOM and the following:

Central Mediterranean Force
Middle East Force (Cyprus, Egypt, Anglo-Egyptian Sudan, Syria, Palestine and Transjordan)
East African Force (Kenya, Uganda, Tanganyika and Zanzibar)
South East Asia Command
Aden
Australia
British Somaliland
Ceylon
Ethiopia (Abyssinia)
India
Iran
Iraq
Madagascar
Mauritius
New Zealand
North Africa
Northern Rhodesia
Nyasaland
Reunion
Seychelles
South Africa
Southern Rhodesia
Occupied Territory of Eritrea
Occupied Territory of Italian Somaliland (Somalia)
West Africa

(2) Sent by personnel of Newfoundland, Canadian, British and Allied Armed Forces serving in Newfoundland and by Civilians to Civilians in the UNITED KINGDOM and the following places:—

Aden
Anglo-Egyptian Sudan
Australia
Bahrein
British Somaliland
Cameroons
Ceylon
Cyprus

Egypt
Eire
Eritrea
Gambia
Gold Coast Colony
India
Iraq
Kenya and Uganda
Mauritius
New Zealand
Nigeria
Northern Rhodesia
Nysasland
Palestine
Reunion
Seychelles
Sierra Leone
South Africa
Southern Rhodesia
Syria
Tanganyika
Togo
Transjordan
Turkey
Zanzibar

Resumption of Civilian Mail Service to Certain Provinces of Italy

Attention is directed to recent notices appearing in the Post Office Circular in regard to the resumption of mail service for civilian correspondence between Newfoundland and certain parts of Allied-occupied Italy, including Sicily and Sardinia.

The mail service for such correspondence has now been extended to include the following provinces in Italy:—

Rome	Littoria	Pescara
Campobasso	Foggia	Aquila
Chieti	Frosinone	Teramo

Letters and postcards may, therefore, now be accepted for Sicily, Sardinia and the following provinces in Italy:

Aquila	Avellino	Bari	Benevento
Campobasso	Cantanzaro	Chieti	Cozenza
Frosinone	Lecce	Littoria	Matera
Pescara	Potenza	Reggio di Rome, (including City of Rome)	Teramo
Salerno	Taranto	Calabria	Brindisi
			Foggia
			Naples

For the present, correspondence is confined to letters and postcards up to a maximum weight limit of two ounces. Only personal communications will be permitted. No communications of a business, financial or commercial character can be accepted until additional shipping can be provided.

No registration, air mail or parcel post service is available.

Postage rates in effect before the service was suspended apply, i.e.

Letters ... . .07c for the first ounce
.. .. .04c for each additional ounce

Postcards .. .. .03c.

ACCOUNTING

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:

Blank Money Order Forms ... . 472-47237 to 472-47400 inclusive

Office numbered .. .. 0921.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Brooklyn, Naval Hospital Br. N.Y.	53,141 to 53,200
New York, A.P.O. 398 Br. N.Y.	8,642 to 15,000
Pueblo, Sta. 7, Colo.	94,317 to 94,400
Sarah Ann, W. Va.	22,915 to 23,000
New York, Navy 10982 Branch, N.Y.	13,201 to 17,000
Ryan, Va.	14,376 to 14,400

TELEGRAPHS

Telegraph Traffic August 1944

CLASS	1943	1944	Increase	Decrease
Paid Telegrams (includes Priority)	80,101	87,356	7,255	.....
Priority	10,413	12,224	1,811	.....
Phono-Telegrams	1,523	1,694	171	.....
Total Paid Traffic	81,624	89,050	7,426	.....
Deadhead and Service Messages	9,202	10,337	1,135	.....
Telegram equivalent Public Despatch	2,480	2,730	250	.....
Total traffic	93,306	102,117	8,811	.....

During the month 11 complaints were received and investigated. In 6 cases the Service was found to be at fault through carelessness or negligence on the part of officials. In addition 10 errors were disclosed through routine supervision. Fines ranging from .10 cents to .30 cents were imposed on four officials as a consequence.

During the month of July, 13 complaints were received and investigated. In 8 cases the service was found to be at fault through carelessness or negligence on the part of officials. In addition 19 errors were disclosed through routine supervision. Fines ranging from .10 cents to .90 cents were imposed on 16 officials as a consequence.

The latter item should have appeared in conjunction with the July Traffic statement which appeared on page 1412 of the Post Office Circular but was omitted due to lack of space.

Telegrams for Tripolitania

Advice has been received by this Department that telegrams in English or French language may now be accepted for all places in Tripolitania.

Telegrams for places other than Tripoli will be posted from there without extra charge for posting.

POST OFFICE CIRCULAR.

THURSDAY, 28th SEPTEMBER, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Deer Lake .. ..Miss Blanche Nichols to be Messenger as from the 1st August, 1944.

Hampden .. .. .Miss Georgina Gale to be Postmistress and Telephone Attendant, as from the 16th September.

Burnt Islands, B.L.P. .... Mrs. Percival Keeping to be Postmistress and Telephone Attendant as from the 9th September.

Stephenville Crossing .. .. Miss Dorothy Curnew to be Assistant as from the 14th September, 1944.

Lomond .. .. Mrs. Margaret Laing to be Postmistress and Telephone Attendant as from the 1st October.

Summerville ... . Miss Gladys Fry to be Postmistress and Telephone Attendant as from the 1st October, 1944.

OFFICE CLOSED

Boswarlos .. ..The Post and Telephone Office at Boswarlos which was opened on the 1st July 1944 has been closed as from the 2nd September, 1944.

FACILITIES INSTALLED

Lourdes . ... Money Order facilities have been installed at the Post Office at Lourdes as from the 1st September, 1944. Postmasters should make the necessary addition to their list of Money Order Offices.

BILLS FOR PAYMENT

A number of bills have been received for relief services and for board which do not show the dates during which the expenditure was incurred. Postmasters, when certifying bills in future, should see that the necessary information is shown and that the Expenditure Order number is also stated.

ACCUMULATION OF ANNUAL LEAVE

The following notice which was published on page 1318 under the above caption, is again repeated for information as it appears that officials are not familiar with the necessary proceedings with regard to carrying over annual leave from one year to the following year; also it should be noted that it will be useless for officials who did not have leave this year to make application for four weeks next year unless they have complied with the following:—

"Members of the Post Office Staff, residing in the Outports, who wish to have their annual leave deferred from one year to the following year so that they may accumulate leave of one month to visit relatives or friends in distant settlement, **should make application to the Secretary before the 31st December in any year and give the reason for the request.** (It should be noted that the leave year is from the 1st January to the 31st December.)

This does not constitute a general concession for the Staff to postpone their holidays in any one year in order to have a month's holidays the following year. It would be impossible to grant such a general concession. The difficulties of leave substitution which are already considerable, would be greatly increased. Each application which may be made will be considered strictly on its merits and will be subject to the overriding consideration of the exigencies of the public service.

Where annual leave is cancelled for the staff in general owing to some unforseen cause or causes, members must understand that this cancellation does not constitute a right to demand a month the following year.

Annual leave for the year 1944 will expire on the 31st December.

Officials at St. John's may only accumulate leave on the understanding that leave is required to visit friends or relatives outside Newfoundland. The same regulation, requiring them to obtain permission to carry over leave before the 31st December, applies.

MAILS

Resumption of Mail Service to Liberated France

Civilian Mail Service to certain areas of Liberated France is now resumed and until further notice non-illustrated postcards containing messages of a purely personal or family nature may now be accepted for places in the following areas of Liberated France:

Department of Calvados:—Cantons of Douvres, Creully, Ryes, Bayeux, Caen, Tilly, Balleroy, Trevieres, Isigny.

Department of Manche:—All Cantons North of and including St. Malo-de-la-Lande, Contances, St. Sauveur-Lendelin, Periers, St. Jean-de-daye, St. Clair-sur-l'Elle.

Also Paris and the Departments of:—Eure, Seine-Inferieure, Orne, Ille-et-Vilaine, Cotes-Du-Nord, Mayenne, Sarthe, Eure-et-Loir, Seine, Seine-et-Oise and Seine-et Marne.

Correspondence

In spite of repeated instructions to the contrary, correspondence is still received from some outport offices without the name of office shown. Postmasters should see that the name of office is stated on all correspondence, bills, requisitions, etc., in order to facilitate the handling of these items at Head Office.

Undeliverable Correspondence

Attention is drawn to the fact that many Postmasters are sending undeliverable correspondence and other articles to the Dead Letter Office without marking on the covers the reason for non-delivery (such as "Not called for," "Refused", etc.) or stamping the articles with the Post Office date stamp.

In this connection it is pointed out that the reason for non-delivery of every letter or other article of mail matter must be stamped or written on the address side thereof before it is sent to the Dead Letter Office and that each such letter or other article should at the same time, be stamped with the date stamp of the Post Office from which it is forwarded.

Limit of Weight for Air Mail

It has been observed at the General Post Office that Air Mail letters and packages are received from outport offices with sufficient postage for air transport but are in excess of the limit of weight of 2 ounces.

Postmasters should, whenever possible, bring to the notice of the public that Air Mail cannot be accepted weighing in excess of 2 ounces. Air Mail in excess of that limit will be forwarded by surface means.

The limit of weight does not apply to Air Mail to Canada and the United States.

Statistics

The Semi-Annual Statistics will be taken in November, commencing on the first and ending on the thirtieth.

The attention of Postmasters is directed to the statistical notice of the 2nd March of this year, Post Office Circular page 1358 and to the statistical instructions which are referred to therein.

ACCOUNTING

Money Order Enquiries

When making application for authority to repay Money Orders or making any enquiries regarding same, Postmasters should ensure that the date of issue, with full particulars of the order, is stated.

Error Notices

Much difficulty is being experienced in the checking of Postmasters accounts due to the number of Error Notices outstanding. Postmasters are again reminded that all Error Notices must

be taken into the Accounts immediately and the number of the Error Notice shown at the space provided on the reverse side of the account.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order forms have been reported stolen from Post Office at Toronto, Carlton Street, Ontario:

Blank Money Order Nos. ... . 4562-546-36815 to 4562-546-37000

TELEGRAPHS

Telegrams for Paris, France

The following classes of telegrams may now be accepted for transmission to Paris:—

(1) British and United States Government telegrams in code, cipher, or plain language.

(2) Government telegrams of France, Belgium, Netherlands, Norway, Czechoslovkia, U.S.S.R. and China, in code or cipher provided they are duly authenticated.

(3) Government telegrams of other countries in plain English or French, only.

(4) No other class of telegrams except press is permissible for the present.

Day and Night Press Rates to the United States

Effective immediately Day and Night press rates to the United States are to be computed as follows:

DPR—One-third the Ordinary Full Rate.

NPR—One-sixth the Ordinary Full Rate.

POST OFFICE CIRCULAR.

THURSDAY, 12th OCTOBER, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Daniel's Cove ... Miss Annie Howard to be Postmistress and Telephone Attendant as from the 1st September, 1944.

Avondale ... Miss Gladys Doyle to be Postmistress and Telephone attendant as from the 1st October, 1944.

Flat Islands, B.B. ... Miss Patricia Samson to be Postmistress and Operator as from the 11th September, 1944.

Musgrave Harbour ... Miss Kathleen Mouland to be Postmistress and Operator as from the 1st September, 1944.

Garnish ... Miss Effie Brown to be Messenger-Assistant as from the 19th September, 1944.

St. Leonards ... Mrs. John Rodgers to be Telephone Attendant as from the 1st October, 1944.

St. Albans ... Miss Margaret Collier to be Messenger as from the 20th September, 1944.

Marystown ... Mr. Raymond Fitzpatrick to be Messenger-Assistant as from the 22nd September, 1944.

Little Harbour East ... Mrs. Levi Peddle to be Postmistress and Telephone Attendant as from the 1st October, 1944.

Windsor ... Miss Geraldine Walsh to be Messenger-Assistant as from the 1st October, 1944.

Pacquet ... Miss Marie Sacrey to be Postmistress and Telephone Attendant as from the 1st October, 1944.

MAILS

Post Office Funds

During the past few months shortages in office cash has been reported to Head Office by the Inspectors. It is pertinent therefore to repeat the section of the Acts with reference to official funds:

"Every Officer of or connected with the Post Office who converts to his own use in any way whatsoever, or uses by way of investment in any kind of property or merchandise or lends with or without interest any portion of the public moneys entrusted to him for safekeeping, transfer, disbursement or for any other purpose, shall be deemed to have embezzled so much of the said moneys as are so taken, converted, invested, used or lent, and is guilty of a felony; and the neglect or refusal to pay over any public moneys in hand, or to transfer or disburse any such moneys promptly, on the demand of the Secretary for Posts and Telegraphs or of any inspector, auditor or other officer of the Department of Posts and Telegraphs thereto generally or specially authorized by the Secretary, shall be prima facie evidence of such conversion to his own use of so much of the public moneys as are in the hands of such Officer; and every person who advises or knowingly and wilfully participates in such embezzlement shall for every such offence, forfeit to pay to His Majesty a fine equal to the amount of the money embezzled, and shall be liable to imprisonment for a term not exceeding three years with hard labour."

Missing Registered Articles, Insured Parcels, Etc.

It is the duty of an office which fails to receive a registered article or parcel, which has been advised on a letter bill, parcel bill or list, to report the circumstances **immediately.**

Two telegrams should be sent, one to the office from which the registered article or parcel was due to have been received and the other to the Assistant Secretary. A full written report should be forwarded to the Assistant Secretary as soon as possible.

A Postmaster who fails to notify the non-arrival of a registered article or listed parcel immediately as instructed, or who waits a few days before doing so, will be held responsible for the registered article or parcel and for any claims for indemnity which may arise in connection therewith.

ACCOUNTING

Delay in Forwarding Accounts to Head Office

It has been noticed that quite a number of Postmasters are very backward in forwarding their statements to the Accounts Office and in a good many cases have to be reminded to forward same.

There is no excuse whatever for delay in forwarding these statements as the account books are, or should be, written up daily, totalled at the end of the term, and the totals carried to the "Statement of Account" which is sent to Head Office. If this is done the Accounts would be ready in most cases to leave the office by the next mail after the accounting term closed.

Postmasters will please endeavour to have accounts forwarded at the proper time.

Telegraphed Money Orders

It should be noted that the Revised Procedure in connection with the issue and payment of Telegraph Money Orders which appears on page 1403-1404 of the Post Office Circular, applies to Labrador (Newfoundland) Post Offices.

Telgraphed Money Orders to Canada and the U.S.A.

In order to conform to the revised regulations governing the telegraphing of Money Orders which became effective on the 1st August last, the following procedure shall be observed in connection with the transfer of money by telegraph to Canada and the United States through the facilities of the Anglo American Telegraph Company:

A. When such an application is made, the Postmaster will enquire of the Head Postmaster, St. John's, by Service Message, the telegraph company's charges on the amount to be transferred. Upon receipt of this information, the amount to be transferred, plus the telegraph company's charge and the Department's commission on the total, shall be collected from the sender; for example, if the amount to be transferred is $30.00 and the telegraph charge $1.70, commission is to be collected on $31.70.

B. The sender must then prepare and file a telegram of advice to the telegraph company (Anglo) in the following form:

Anglo,
St. John's.

Telegraphing (amount to be transferred, plus charge) transfer (amount to be transferred name and address of payee)

(signature of sender)

C. The Postmaster will then prepare for transmission to the Head Postmaster, St. John's, a message as follows:

Head Postmaster,
St. John's.

Money Order No. ..... Pay Anglo (amount in words and figures) sent by (name of sender).

D. The sender must pay the regular telegraph charge for the telegram of advice to the Anglo, and an additional charge of .10 cents for the message to the Head Postmaster, St. John's.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during June, 1944:

Office	Errors	No. of Orders Issued and Paid During June
Aguathuna	4	124
Bonavista	12	445
Botwood	5	453
Flowers Cove	4	59
Gambo	4	226
Humbermouth	6	53
Lawn	5	71
Lewisporte	4	286
Newstead	4	50
Nipper's Harbour	5	74
Port au Port	6	298
Rose Blanche	6	268
St. Alban's	8	264
St. Brendan's	6	109
St. John's East	21	1327
St. John's General	12	4462
St. Lawrence	5	439
Stephenville	4	488
Whitbourne	5	151

Total number of Orders issued during June 31,415

Total number of Orders paid during June 15,342

46,757

Total number of errors 379

Percentage of errors ..... .81
i.e. approximately 8 errors for each 1,000 Orders issued and paid.

Total number of Figure errors 294

Percentage of Figure errors ..... .63
i.e. approximately 6 errors for each 1,000 Orders issued and paid.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Tucson, Sta. 2, Ariz. .... 97025 to 97200

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:—

Mont St. Gregoire, P.Q. .... 0921-472-47237 to 0921-472-47400

TELEGRAPHS

Telegrams Addressed Middle East Force

Rates to CAIRO apply on telegrams addressed Middle East Force.

The E.F.M. Service at the standard rate is available for this address.

Rate to Chile

Effective immediately the Ordinary Full Rate to all offices including wireless offices Chile will be .56 cents per word.

Rates and Routing

When in doubt regarding rates and routing applicable to telegrams addressed to members of the Armed Forces, offices should refer to Head Office for instructions.

POST OFFICE CIRCULAR.

THURSDAY, 26th OCTOBER, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Clarenville ... Miss Cassie Strong to be Messenger as from the 18th October, 1944.

Ship Cove, P.B. ... Mrs. Daniel Tobin to be Postmistress and Telephone Attendant as from the 1st November.

New Harbour, F.B. ... Mrs. Andrew Savoury to be Telephone Attendant as from the 1st October, 1944.

St. John's Telegraphs ... Mr. Raymond Tobin to be Indoor Messenger as from the 11th October, 1944.

Epworth ... Mrs. Susie Moulton to be Postmistress and Telephone Attendant as from the 1st October.

Hillview ... Miss Flora Frost to be Messenger-Assistant as from the 9th October, 1944.

Summerville ... Miss Muriel Fry to be Postmistress and Telephone Attendant as from the 17th October, 1944.

Kelligrews ... Miss Mary Farrell to be Postmistress and Telephone Attendant as from the 18th October.

PROMOTIONS

Grand Falls ... Miss Bride Walsh, Messenger, to be Letter Carrier (temporary) as from the 4th September.

St. John's Telegraphs ... Mr. Lloyd Biggs, Indoor Messenger, to be Clerk as from the 11th October, 1944.

VACANCY

English Harbour West ... Applications addressed to the Secretary will be received up to the 31st October for the position of Postmaster and Operator at a salary of $900. per annum with War Bonus in addition of $300. for women and single men and $480.00 per annum for married men. Applicants should state their names in full, date of birth, educational qualifications, whether married or single and Departmental experience.

CORRECTION

The following correction should be made in the Post Office Circular of the 12th October, 1944:

Pages 1422-24 delete September and insert October.

SICK LEAVE

All officials are reminded of the following rules taken from the "Rules for Discipline and Guidance of Civil Servants":—

(17) When illness extends beyond four days a certificate of a duly qualified medical practitioner must be furnished stating the nature of the officer's illness and the probable date of resumption of duty. If the Officer is unfit for duty at the expiration of the period indicated by such certificate, the certificate must be renewed.

(18) The number of days in the aggregate for which pay may be given without a medical certificate may in no case exceed seven in any period of twelve months.

MAIL

Christmas Cards for Prisoners of War and Civilian Internees in Europe

The sending of Christmas cards to Newfoundland, Canadian and other British military prisoners and civilian internees in Europe is prohibited again this year

The congestion at enemy censorship caused in the past by the large number of Christmas cards resulted in delay in delivery of ordinary letters The prisoners prefer to receive their ordinary letters promptly rather than having them delayed through the sending of Christmas Cards.

This restriction does not apply to prisoners interned in neutral countries.

The above should be typewritten or copied in a neat hand and posted in a convenient and conspicuous place on the public side of the office for the information of the public.

Airgraph Service

Airgraph messages may now be accepted for:

Turkey ... . **Armed Forces and Civilian Addresses**

(Insert Turkey after "Occupied Territory of Italian Somaliland" in the list at item (2) on page 1414 of the Post Office Circular).

Fiji Islands, New Hebrides and Tonga ... . **Armed Forces and Civilian Addresses**
(Friendly Islands)

(These names should be inserted in alphabetical order on page 1414 at items (1) and (2).

South West Pacific Area ... . **Armed Forces only**

(Insert South West Pacific Area after Southern Rhodesia at item (1) on page 1414)

Cyrenaica and Tripolitania ... . **Civilian Address only**

(Insert Cyrenaica after Cyprus and Tripolitania after Transjordan at item (2) on page 1414).

Resumption of Civilian Mail Service to Certain Provinces in Italy

In continuation of the notice appearing on page 1415 of the Post Office Circular of the 14th September, 1944, concerning restricted civil postal service to certain provinces in Italy, information has now been received that the restriction to correspondence of purely personal nature has been withdrawn and unregistered business correspondence may be accepted for provinces in Italy to which postal service is already in operation.

The limit of weight remains at 2 ounces

Resumption of Civilian Mail Service to Liberated France

In continuation of the notice appearing on page 1418 of the Post Office Circular of the 28th September, 1944, concerning restricted civil postal service to France, it is advised that this service has now been extended to the whole of France **with the exception of:**

Departments of: Morbihan, Loire Inferieure, Charente Inferieure, Gironde, Landes, Basses-Pyrenees, Meuse, Meurthe-et-Moselle, Vosges, Haute-Saone, Doubs, Moselle, Basrhin, Haut-Rhin, and the territory of Belfort.

It will be noted that this service is still limited to non-illustrated postcards of a personal or family nature.

ACCOUNTING

The following notice was telegraphed to all offices on the 6th October, 1944:—

"Postmasters are reminded of the necessity of forwarding their term reports by first mail after close of term. A considerable number of Postmasters are not forwarding Reports promptly as instructed."

Postmasters are requested to give this matter attention.

Stolen U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:

Budd Lake, N.J. .... 53,601 to 55,000
Chicago, Sta. 140 Ill. .... 124,586 to 124,800

The above Orders, if presented at a Newfoundland Office, must not be paid.

TELEGRAPHS

Telegraph Traffic September, 1944

Class	1943	1944	Increase	Decrease
Paid Telegrams (includes Priority)	77,621	79,995	2,374	.....
Priority	11,251	12,158	907	.....
Phono-Telegrams	1,598	1,692	94	.....
Total Paid Traffic	79,219	81,687	2,468	.....
Deadhead and Service Messages	9,471	9,746	275	.....
Telegram Equivalent Public Despatch	2,670	3,640	970	.....
Total Traffic	91,360	95,073	3,713	.....

During the month 14 complaints were received and investigated. In 8 cases the Service was found to be at fault through carelessness or negligence on the part of officials. In addition 5 cases of errors were disclosed through routine supervision. Fines ranging from .10 cents to $1.10 were imposed on eight officials as a consequence.

Acceptance of Telegrams in the Late Afternoon and on Sundays and Holidays

The following notice, which appears on page 1348 of the Post Office Circular, dated the 20th January, 1944, is repeated for information:—

"All officials whose duties include the acceptance of telegrams from the public are reminded that in the existing circumstances it normally takes a telegram one hour to circulate over the Department's system from the office of origin to the office of destination even if sent at priority rate. For this reason the senders of all telegrams should be informed that telegrams

handed in for transmission after 5 p.m. on regular working days and after 11 a.m. on general holidays are ordinarily likely to remain undelivered until the following morning and the senders should be requested to arrange to file their telegrams before 5 p.m. on regular working days or 11 a.m. on general holidays, in order to assist the Department in its effort to provide reasonably good telegraph service.

It should be noted that only telegrams of a strictly emergency nature may be accepted on Sundays or general holidays to which Sunday hours apply, e.g., Christmas Day.

Careful attention to the above instructions should result in improved service to the public and effect a reduction in the number of complaints of delay to telegrams filed after the hours mentioned.

Senders of telegrams addressed to the City of St. John's should be requested to include the Telephone Number of the addressee, if this is known, or, if the addressee is staying with friends, or boarding, the telegram should, when possible, be addressed in care of the householder in addition to giving the street name and number so that it can be telephoned if the party in whose care it is addressed is a telephone subscriber.

Notice of Non-Delivery and Expressage of Telegrams

Attention is again drawn to the instructions under the above caption which appear on page 1187 of the Post Office Circular.

POST OFFICE CIRCULAR.

THURSDAY, 9th NOVEMBER, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

OBITUARY

The Department regrets to announce the death of Mrs. Elsie McCormack at St. Joseph's, Salmonier, on the 1st November, 1944.

Mrs. McCormack entered the Service in 1913 as Postmistress and Operator at St. Joseph's.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Cape La Hune ..... Miss Elizabeth Willcott to be Postmistress and Operator as from the 28th. October, 1944.

Hr. Breton ..... Miss Frances Bullen to be Messenger-Assistant as from the 8th. November, 1944.

St. John' East ..... Mrs. Olive Sheppard to be Counter Clerk as from the 1st. November, 1944.

St. John's, G.P.O. ..... Miss Alma Evans to be Counter Clerk as from the 1st. November, 1944.

St. John's, G.P.O. ..... Mr. G. R. Allen to be Porter as from the 1st November, 1944.

St. John's, G.P.O. ..... Mr. Walter Martin to be Assorter as from the 1st. November, 1944.

St. John's G.P.O. ..... Mr. Roy Chaytor to be Assorter as from the 1st. November, 1944.

Hr. Grace ..... Mr. Gerald Haire to be Messenger as from the 1st. October, 1944.

Curling ..... Mr. Robert Allan to be Messenger-Assistant as from the 1st. November, 1944.

TRANSFERS

St. John's East ..... Miss Frances Baird, Counter Clerk, G.P.O. to be Counter Clerk, St. John's East, as from the 1st. November, 1944.

St. John's, Harvey Road ..... Miss Gladys Pardy. Assorter, G.P.O., to be Counter Clerk, St. John's, Harvey Road, as from the 1st. November, 1944.

PROMOTION

Curling ..... Mr. William Brockway, Messenger-Assistant, to be assistant as from the 1st. November, 1944.

MAILS

Resumption of Civilian Mail Service to Liberated France

In continuation of the notice appearing on page 1427 of the Post Office Circular of the 26th October, 1944, concerning restricted civil postal service to France, it is advised that this service has now been extended to:

Departments of: Morbihan, Loire-inferieure, Charente inferieure, Gironde and Landes.

Previously this service was limited to non-illustrated postcards of a personal or family nature but information is given that this service is extended to include private and business letters which do not exceed 1 oz. in weight. It should be noted however that business letters are restricted for the present to those ascertaining facts and exchanging information.

Registration, Insurance, Air Mail, Money Order or Parcel Post facilities are not yet available.

Resumption of Civilian Mail Service to Provinces in Italy

In continuation of the notice appearing on page 1426 of the Post Office Circular of the 26th October, 1944, information has now been received that civil postal service to Italy has been extended to:

Provinces of: Terni, Viterbo, Ascoli, Macerata and Grosseto.

Christmas Mails for Canada and the U. S. A.

The latest times of posting in St. John's of mails addressed to the undermention countries tries in time for delivery by Christmas are as follows:—

(1) UNITED STATES OF AMERICA.

(a) **Central and Western States:—**

Parcels ..... 6 p.m. Saturday, 18th November
Letters, Cards and Printed Papers ..... 6 p.m. Saturday, 9th December

(b) **Eastern States**

Parcels ..... 6 p.m. Saturday, 2nd December
Letters, Cards, etc. ..... 6 p.m. Monday, 11th December

(2) CANADA.

(a) **Western Provinces**

Parcels ..... 6 p.m. Monday, 27th November
Letters, Cards, etc. ..... 6 p.m. Saturday, 9th December

(b) **Central Provinces.**

Parcels ..... 6 p.m. Saturday, 2nd December
Letters, Cards, etc. ..... 6 p.m. Monday, 11th December

(c) **Maritime Provinces**

Parcels ..... 6 p.m. Monday, 11th December
Letters, Cards, etc. ..... 6 p.m. Wednesday, 13th December

Cessation of Summer and Commencement of Winter Courier Service

Postmasters at the Offices affected should note the cessation of Summer Courier Service and the commencement of Winter Services as indicated below:—

ROUTE 1

Summer Service to Cease

(a) Holyrood to Salmonier; (b) Salmonier to St. Mary's; (c) Salmonier to Colinet.
The last trip will be made over these routes on Thursday, the 30th November, 1944.

Winter Service to Commence

(a) Holyrood to Salmonier; (b) Salmonier to St. Mary's.
The first trip will be made on Friday, the 1st December, 1944; and Tuesdays and Fridays thereafter until further notice.

(c) Salmonier to Colinet.
The first trip will be made on Friday, the 1st December, 1944, and each Monday, Tuesday, Thursday and Friday thereafter until further notice.

Mails for these routes will be despatched by the train leaving St. John's at 9 a.m. Tuesdays and Fridays.

ROUTE 2

Summer Service to Cease

(a) Heart's Content to Whitbourne.
The last trip will be made on Monday, the 27th November, 1944.

(b) Heart's Content to Carbonear and Brownsdale.
The last trip will be made on Wednesday, 29th November, 1944.

(c) Heart's Content to Brownsdale.
The last trip will be made on Tuesday, 28th November, 1944.

Winter Service to Commence

(a) Whitbourne to Green's Harbour.
(b) Heart's Content to Green's Harbour.
The first trip will be made on Friday, 1st. December, 1944, and every Monday and Friday thereafter until further notice. Commencing Sunday, 3rd. December, 1944, mails for these routes will be despatched by the Express trains leaving St. John's 6 p.m. Sundays and Thursdays.
(c) Heart's Content to Carbonear.
The first trip will be made on Saturday, 2nd. December, 1944, and each Wednesday and Saturday thereafter until further notice. Connections to be made with the train arriving at Carbonear on those days.
(d) Heart's Content to Brownsdale.
The first trip will be made on Monday, 4th. December, 1944, and each Monday and Thursday thereafter until further notice.
Commencing on the 2nd. December, mails for routes (c) and (d) will be despatched by the train leaving St. John's at 8.20 a.m. on Wednesdays and Saturdays.

ROUTE 3.

Summer Service to Cease.

(a) Carbonear to Grate's Cove.
The last trip will be made on Wednesday 29th. November, 1944.

Winter Service to Commence.

(a) Carbonear to Ochre Pit Cove.
(b) Old Perlican to Ochre Pit Cove.
The first trip will be made on Saturday, 2nd December, 1944, and each Wednesday and Saturday thereafter until further notice.
(c) Grate's Cove to Old Perlican.
The first trip will be made on Thursday, 30th November, and each Monday, Tuesday and Thursday thereafter until further notice.
(d) Bay de Verde to Old Perlican.
The Courier will make four trips a week to connect with the outward and inward despatches of the Old Perlican to Ochre Pit Cove Courier and also will make two trips a week to Red Head Cove.

ROUTE 4

Summer Service to Cease.

(a) Whitbourne to Bellevue.
The last trip will be made on Friday, 24th November, 1944.

Winter Service to Commence.

(a) Norman's Cove to Long Harbour Station.

(b) Bellevue to Tickle Harbour Station.

The first trip will be made on Friday, 1st. December, 1944 and every Friday thereafter until further notice.

Mails will be despatched by the Express leaving St. John's 6 p.m. on Thursdays.

ROUTE 5.

Summer Service to Cease.

(a) Clarenville to Hickman's Harbour.

(b) Milton to Thoroughfare.

(c) Thoroughfare to Deer Harbour.

The last trip will be made on Tuesday, 28th. November, 1944.

Winter Service to Commence.

(a) Clarenville to Britannia.

(b) Britannia to Deer Harbour.

The first trip will be made on Tuesday, 5th December, 1944, and every Tuesday thereafter until further notice.

(c) Milton to Burgoynes Cove.

The first trip will be made on Tuesday, the 5th. December, 1944, and every Tuesday thereafter until further notice.

Effective on the 27th. November and until further notice, mails for Britannia, Thoroughfare, Deer Harbour and Petley will be despatched **via Clarenville** instead of **via Milton.**

TELEGRAPHS

Labrador Seasonal Offices

Offices have closed for the season as follows:

Smokey	18th. October
Grady	26th. October
Fishing Ships' Hr.	2nd. November
Domino	3rd. November

Gander Checking Office

Effective the 1st. November, 1944, Gander, instead of St. John's, became the Checking Office for the following offices: Lewisporte, Norris Arm, Glenwood, Notre Dame Junction, Benton, Glovertown, Hickman's Harbour, and Terra Nova.

POST OFFICE CIRCULAR.

THURSDAY, 23rd NOVEMBER, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Deer Lake ..... Miss May Seaward to be Messenger as from the 16th. November, 1944.

Morrisville ..... Miss Ivy Rose to be Postmistress and Telephone Attendant as from the 16th November, 1944.

St. John's, G.P.O. ..... Mr. John A. Hennebury to be Assorter as from the 13th. November, 1944.

Ochre Pit Cove ..... Mrs. Herbert White to be Postmistress and Telephone Attendant as from the 8th. November.

Bishop's Falls ..... Mr. Watler Dillon to be Messenger-Assistant as from the 1st. November, 1944.

TRANSFERS

Moreton's Harbour ..... Mr. Cyril White, night operator, Twillingate, has been transferred to Moreton's Hr. as Postmaster and Operator as from the 4th. November, 1944.

Seal Cove, W.B. ..... Mr. George Bishop, Postmaster and Operator at Moreton's Hr., has been transferred to Seal Cove, W. B., as Postmaster and Operator as from the 16th. November, 1944.

Aguathuna ..... Miss Harriett McDonald, Assistant, Curling, to be Postmistress and Operator at Aguathuna as from the 1st. November, 1944.

St. John's, Harvey Road ..... Miss Jessie Ellis, Clerk, G.P.O., to be Counter Clerk, St. John's, Harvey Road, as from the 9th. November, 1944.

MAILS

Special Christmas Greeting Airgraph From United Kingdom

Information has been received from the British Post Office that a Special Christmas Greeting Airgraph form will be made available to the public in the United Kingdom and have requested that Special Christmas Airgraphs received in this country be delivered before Christmas.

All Postmasters are therefore requested to ensure that such Airgraphs received at their office will be delivered by the 23rd. December, 1944.

There will not be a special Airgraph Greeting form issued from Newfoundland to the United Kingdom. The ordinary Airgraph form will be available as usual.

Airgraph Messages

Airgraph messages may now be accepted for both ARMED FORCES and CIVILIAN ADDRESSES in BELGIAN CONGO.

"Belgian Congo" should be inserted after "Australia" in (1) and after "Bahrein" in (2) of the list published on page 1414 of the Post Office Circular of the 14th. September, 1944.

Christmas Mails For Newfoundland Except St. John's

The latest time of posting in St. John's of mail addressed to various parts of Newfoundland in time for delivery for Christmas, is as follows:—

(a) For places on the Straits of Belle Isle route:
By connection at Humbermouth on the 25th. November. (Subject to change).

(b) For places on the South West Coast:
By first connection in December, either at Argentia or Port-aux-Basques.

(c) Notre Dame Bay North:
By first connection of boat from Lewisporte after Saturday, the 19th. December.

(d) Notre Dame Bay South:
By first connection of boat from Lewisporte after Monday, the 11th. December.

(e) Placentia Bay North:
6 p.m. Thursday, the 7th. December.

(f) Placentia Bay West:
9 p.m. Saturday, the 9th. December.

(g) For places on the Main Line of Railway and Bonavista Branch.
9 p.m. Saturday, the 16th. December.

(h) For places on the Avalon Peninsula.
9 a.m. Saturday, the 16th. December.

(i) Bell Island.
Noon on Monday, the 18th. December.

NOTE: All connections by steam boat routes are subject to change.

ACCOUNTING

Alterations in Money Orders

Considerable delay is being experienced in the payment of Money Orders due to alterations of amounts being made and the omission of the official date stamp.

Postmasters are reminded therefore to check each Money Order carefully before handing it to the remitter.

SEE THAT EACH ORDER BEARS THE OFFICIAL DATE STAMP. IN THE EVENT OF AN ERROR BEING MADE IN THE AMOUNT, CANCEL THE ORDER. DO NOT MUTILATE BY WRITING OVER.

Money Orders Issued on the United Kingdom

The attention of Postmasters is directed to the revised instructions for Money Orders issued on Great Britain which appear on page 1087 of the Post Office Circular of the 1st. January, 1942. Special importance is attached to paragraphs 1, 2 and 3, which are repeated herewith:

1. The present Money Order will be used but the receipt portion only will be given to the remitter.
2. The complete Money Order (Money Order and Coupon-Advice) will be sent to Accounts Branch, G.P.O., the coupon advice section only should be filled in with the full address of payee and other particulars shown. The Money Order section may be left blank to save time and also readily to identify it from Telegraphed Money Orders. It should preferably be sent under separate cover.
3. After the above date Newfoundland Money Orders prepared in Newfoundland will no longer be sent to the United Kingdom. Payment of these orders will be effected

by means of a Money Order issued in the United Kingdom on advice received from the Accounts Branch, G.P.O., St. John's, and as these Money Orders will be mailed to the payees from London it is imperative that the complete address, including Street and Number and any other particulars which will ensure delivery to the proper person, be furnished.

Failure to follow the above instructions must result in considerable delay in effecting payment of the order.

Non-delivery of Telegraphed Transfers

A considerable number of telegraphed transfers remain outstanding in Head Office records due to the inability of the Paying Postmasters to effect payment.

In all cases where telegraphed transfers cannot be paid within one week from the date of issue, or earlier where it is known that the payee is absent, Postmasters are instructed to notify the office of issue stating the reason for non-payment and seek advice as to final disposal of the transfer.

To clear up this situation Postmasters are asked to check all unpaid telegraphed transfers on hand and, where necessary, notify the office of issue accordingly.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Ages, Ky	50,792 to 50,800
Aurora, Ind.	480,001 to 481,000
Aurora, Ind.	481,201 to 484,400
Aurora, Ind.	484,601 to 485,200
Guam, Guam (Office No. X3000)	127,178 to 130,000
Macomb, Camp Ellis Br. Unit 3 Ill.	4,411 to 4,600
Milwaukee, Sta. 94, Wis.	73,645 to 73,651
Roans Prairie, Tex.	33,708 to 34,200

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order forms have been reported stolen:

Blank Money Order forms ..... 567-81664 to 567,82200

Office No. 4684.

TELEGRAPHS

Temporary Suspension Expeditionary Force Messages

The general E.F.M. service to and from all countries (in both directions) to which the Service is available, will be suspended during the period 6th. to 25th. December, both dates inclusive. Such messages must not, therefore, be accepted within this period.

Expeditionary Force Message Service Additional Texts

The two following additional standard texts are now available:

No. 199. Repatriated to England. My address is .....

No. 211. Have arrived safely in the Middle East. Hope to be home soon.

Aircraft Detection Service

The twenty-four hour Aircraft Detection Telegraph Service was discontinued as from midnight on the 15th. November, 1944.

The following special notice has been issued in connection with the discontinuance of the Aircraft Detection Service:

"Instructions have been received from the Air Officer Commanding R.C.A.F. that the Aircraft Detection Corps will be disbanded throughout Newfoundland as from the 15th.

November, 1944. It has been found possible to discontinue this service due to the steady improvement of the war situation overseas.

"While disbandment of the A.D.C. organization will be complete, former observers are being asked to continue on the lookout for aircraft in distress and to report such cases to their local telephone or telegraph operator for transmission to Group Headquarters, St. John's.

"All Operators are notified that these reports may continue to be accepted on the old basis of "Deadhead" until the 30th. November, after which date they will be accepted as "Collect" and should be addressed to the 'Flying Control Officer, R.C.A.F., St. John's.'

Telegraph Traffic October

Class	1943	1944	Increase	Decrease
Paid Telegrams (includes Priority)	75,620	76,908	1,288	....
Priority	10,963	11,358	395	....
Phono-telegrams	2,201	2,189	....	12
Total Paid Traffic	77,821	79,097	1,276	....
Deadhead and Service Messages	9,822	10,197	375	....
Telegram Equivalent Public Despatch	2,960	3,890	930	....
Total Traffic	90,603	93,184	2,581	....

During the month 16 complaints were received and investigated. In 9 cases the service was found to be at fault through carelessness or negligence on the part of officials. In addition 7 cases of errors were disclosed through routine supervision. Fines ranging from .10 cents to .30 cents were imposed on 7 officials as a consequence.

Labrador Seasonal Offices

Offices have been closed for the season as follows:

Comfort Bight ..... 4th. November.
Hawkes Harbour ..... 17th. November.

POST OFFICE CIRCULAR.

THURSDAY, 7th DECEMBER, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Bloomfield ....Miss Evelyn Hoddinott to be Postmistress and Telephone Attendant as from the 20th. November.

Broad Cove, B.D.V. ....Miss Ella Hudson to be Postmistress and Telephone Attendant as from the 1st. December.

St. Joseph's, Salmonier ....Miss Margaret McCormack to be Postmistress and Operator as from the 1st. December, 1944.

Grand Bank ....Mr. Norman Fowler to be Messenger as from the 1st. December, 1944.

Glenwood ....Mr. Albert Noble to be Postmaster and Operator as from the 1st. December, 1944.

PROMOTIONS

Corner Brook ....Miss Priscilla Baker, Learner, to be Assistant as from the 1st. December, 1944.

St. John's, G.P.O. ....Mr. Newman Brewer, Porter, to be Assorter as from the 1st. December, 1944.

St. John's, G.P.O. ....Mr. Edward Cranford, Letter Carrier, to be Assorter as from the 1st. December, 1944.

TRANSFER

Placentia ....Miss Marion Squires, Postmistress and Operator, St. Kyran's, who has been O.H.M.S. at Placentia since 1941, has now been appointed Assistant, Placentia, as from the 1st. December, 1944.

St. John's, G.P.O. ....Mr. Gerald Woodford, Assorter, G.P.O., has been transferred to position of Grade II Clerk, Department of Home Affairs as from 27th. November.

BILLS FOR PAYMENT

Bills are continuously received for relief services, board and travelling, fuel, goods purchased, etc., on which the expenditure order number is not shown. This causes considerable loss of time at Head Office and Postmasters are requested to make sure that the Expenditure Order number is shown when certifying bills.

In the case of a Postmaster presenting a bill for goods purchased the sales slip must be attached to the bill.

Failure on the part of officials to observe these simple instructions causes delay in effecting payment of the bills.

RE-ORGANISATION OF POST OFFICE INSPECTION SERVICES

As from the 1st. January, 1945, the Inspection Services of this Department will be re-organised. On that date the Postmasterships of Corner Brook, Grand Falls, Placentia and St. Anthony will become District Head Postmasterships. Each of the new District Head Postmasters will have an Assistant Postmaster who will assume control of the office while the Head Postmaster is absent from his office on official travelling duties of inspection.

The staff promotions and changes involved by this re-organization will be published at a later date.

The areas under the control of each District Head Postmaster are indicated below:—

Corner Brook: Railway Line from Deer Lake to Channel (excluding Port aux Basques), Coast from Channel to Bonne Bay inclusive.

Grand Falls: Railway line from Notre Dame Junction to, and including, Howley, Buchans and Botwood and Coast from Ladle Cove to Hampden inclusive.

Placentia: South Coast from Sound Island to Port aux Basques.

St. Anthony: Coast from Sop's Arm to Cow Head and including Labrador.

Until further notice Dist. Head Postmasters will, as from Jan. 1st, be responsible to the Secretary for all inspection work, auditing of accounts and general supervision of all Post Offices in their District and will report direct on all matters arising out of visits of inspection and audit, except cases of serious losses, defalcations or misconduct, which should be reported by telegram.

The objects of this re-organisation are to bring the Outport Officials into closer and more frequent contact with the Supervising Officials than has been practicable in the past, to reduce the long distance travelling of the Inspection Staff, which has hitherto been necessary from St. John's, and, it is hoped, to increase the general understanding and all-round efficiency of the work, and supervision of the services rendered to the public. It is also hoped that Postmasters will, under the revised organisation, co-operate wholeheartedly and to the fullest extent with their new supervising officials whose ambition in future will be to assist and advise them in any matters of doubt or difficulty connected with the operations of the postal and telegraph systems.

The work of the Postmasters, and their staffs, and the efficiency of the service, can be greatly improved by study of the Post Office Circulars as they are issued and by careful attention to the instructions published therein. The Post Office Circular is the only regular medium by which instructions to Postmasters are brought to their notice and it should be carefully read through and noted by every member of the staff at each office as soon as possible after its arrival. It should be kept clean and easily accessible to the staff at all times for reference.

MAILS

Correction in Courier Routes

Postmasters will please make the following correction to Route 2 at (c) of the Winter Courier Service as shown on page 1431 of the Post Office Circular of the 9th. November, 1944:

(c) Heart's Content to Carbonear.

The first trip will be made on Friday, 1st. December, 1944, and each Tuesday and Friday thereafter until further notice. Connections to be made with the train arriving at Carbonear on those days.

Commencing on the 1st. December, mails for routes (c) and (d) will be despatched by the train leaving St. John's at 8.20 a.m. on Tuesdays and Fridays.

Correction in Closing Date Christmas Mail

It was inadvertently published on page 1434 of the Post Office Circular under (c) that mail for Notre Dame Bay North would be despatched by first connection of boat from Lewisporte after Saturday, the 19th. December. This should read **"9th. December."**

Resumption of Service to Belgium

Postal service, limited to non-illustrated postcards on personal or business matter, has been resumed with Belgium. This service is available to all parts of Belgium but postcards for area east of Hasselt-Leige-Bastogne will be held by Belgian Post Office until delivery is possible.

Resumption of Service to Greece

Postal service has been resumed with Greece. This service is limited to non-illustrated postcards of personal or family nature to all areas except Crete.

Airmail Postcards for Prisoners of War

The following notice was sent by Public Despatch on the 27th. November, 1944:

Under an arrangement concluded between the Newfoundland and Canadian Postal Administrations special Air Mail Postcards are now available for communication with Prisoners of War in the Far East—**postage free.** A number of cards have been distributed to the next of kin of Prisoners of War in the Far East.

All special Postcards should be despatched to the General Post Office, St. John's, for onward transmission.

TELEGRAPHS

Bait Intelligence Service

Daily reports by telegraph from Postmasters at certain offices of bait conditions in their respective areas which began on the 13th. July was discontinued after the 10th. November, 1944.

Counting of Words in Telegrams

Attention is drawn to the instructions contained on pages 367 and 467 of the Post Office Circular which are repeated:

"Attention is drawn to the instructions dealing with the importance of checking all telegraph traffic to make sure that no words have been dropped from or added to the text of a telegram.

A case of gross negligence has recently come under notice involving the omission of 10 words from the text of a telegram. The sending operator missed out a complete line of the text consisting of ten words. The receiving operator failed to carry out instructions properly, with the result that the error was not detected and the telegram was delivered to the addressee with the ten words missing.

Errors of this description, which would easily be avoided if the Staff carried out instructions, tend to give the public a bad impression of the telegraph service of the Department.

The matter is brought to the attention of the Staff generally in order to impress upon them the importance of carrying out instructions, in the hope that they will take notice of this example so that such an error will not occur again.

Deadhead and Service Messages

Renewed attention is called to the necessity of using these systems only where it is essential and where the use of mails cannot serve the purpose.

Telegrams for St. John's Insufficiently Addressed

It is necessary that telegrams for other than well known business firms and/or persons connected with such firms addressed in care of the firm, should have a full and complete street address, that is, house number, name of street, and in the case of telegrams for other than householders, the name of the householder, thus:—

John Smith
c/o White
102 Young Street,
St. John's.

If it is not possible to obtain a complete address as outlined above, telegrams must be accepted at the sender's risk and the sender so informed at the time of filing.

In the case of telegrams which are replies and addresses are unknown the reference to the telegram to which it is a reply must be given, in the preamble, thus:—"Ans. Yr 36/14.

Check Reports

Complaints are received from Officers in Charge of Head Repeating Offices that many Postmasters fail to report their telegraph checks daily with the result that delay is caused to the preparation of the Summary Reports at Head Repeating Offices with resultant delay at Head Office.

It is essential that Check Reports be sent to Head Repeating Offices before 10 a.m. each day and that care be taken in preparing these reports.

POST OFFICE CIRCULAR.

THURSDAY, 21st DECEMBER, 1944

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

I take this opportunity to convey to all officials of the Department of Posts and Telegraphs my own good wishes and those of the Headquarters Staff for a happy and successful Christmas and a prosperous New Year.

J. HAIG-SMITH, Secretary.

PROMOTIONS

The undermentioned promotions are notified in connection with the re-organization and appointment of District Head Postmasters referred to in the Post Office Circular of the 7th December, 1944.

Corner Brook.... ....Mr. A. Anthony, Postmaster, to District Head Postmaster as from the 1st January, 1945.
Mr. R. O. Janes, Assistant, to Assistant Postmaster as from the 1st January, 1945.

Grand Falls.... ....Mr. H. Rowsell, Postmaster, to District Head Postmaster as from the 1st January, 1945.
Mr. E. J. Milley, Postmaster Gander, to Assistant Postmaster Grand Falls as from the date of taking up duty.

Placentia ... .Mr. E. Dawe, Postmaster, to District Head Postmaster, as from the 1st January, 1945.
Mr. J. J. Kearley, Assistant Botwood Wireless Station, to Assistant Postmaster Placentia as from the date of taking up duty.

St. Anthony.... ....Mr. L. Vallis, Acting Inspector, to District Head Post master as from the 1st January, 1945.
Mr. J. Patey, Postmaster St. Anthony, to Assistant Postmaster as from the 1st January 1945.

Gander.... ....Mr. D. P. Heath, Assistant Gander, to be Postmaster Gander as from the date of taking over duty.

TRANSFER OF OFFICE

St. Juliens to Fishot ... .The Wireless Station at St. Juliens was closed on the 29th November and opened at Fishot on the 30th November

MAILS

Resumption of Service to France

With reference to the notice appearing on page 1430 of the Post Office Circular, information has been received that the limit of weight has been extended to 4 pounds.

It is also advised that **Registration** facilities are now available.

Refunds on Dutiable Parcels

Enclosed with this Circular is a notice with reference to "Drawback Regulations" which should be posted in a convenient and conspicuous place on the public side of the Post Office.

The attention of all Postmasters is drawn especially to section 7 of this notice wherein it is stated that a claim for drawback (refund of duty) will not be allowed on goods exported because of some defect not discoverable upon first visual examination, unless the defect is discovered and reported to a collector or other proper officer of Customs before the goods have been released from Customs custody, etc.

In the case of goods arriving by Parcel Post, it is not possible to report the facts to a Customs officer, but when the importer is returning the goods to the shipper, he should immediately notify his local Postmaster and make application for refund of duty on the form prescribed.

Shoe Rationing

In view of the considerable correspondence received at Head Office in connection with the regulations on Shoe Rationing, it is evident that many Postmasters have not read the instructions as issued on page 1365 of the Post Office Circular, and it is requested that Postmasters refer to the instructions in order to become familiar with them.

In all cases where parcels are stamped with a special rubber stamp and the coupon number marked in red on the parcel, the coupon must be obtained from the addressee before delivery.

WINTER COURIER SERVICES

From the 1st January, 1945, to the 30th April, 1945.

The following Winter Courier Services will be in operation for the period named above:

(1) **Bonne Bay to Englee Section.**

(2) **Hampden to Englee Section.**

The distribution offices, together with a list of offices for which these distribution offices serve as a distribution point for these two main services, are given as follows:—

(1) **Bonne Bay to Englee Section to be despatched via Deer Lake:**

Bonne Bay.... ....Birchy Head, Noddy Point, Curson Village, Shoal Brook, Silverton, Muddy Point, Winter House Brook, St. Joseph's Cove, Silver Point, Glenburnie, Rocky Harbour, Bear Cove, Woody Cove, Lobster Cove Head, Lobster Cove, Baker's Brook, Green Point, Sally's Cove, Martin's Point, Broom Point, St. Paul's, Cow Head, Belldown's Point.

Lomond ... .Eastern Arm, Mill Cove.

Norris Point.... ....Gad's Harbour, Neddie's Point.

Trout River.... ....Chimney Cove.

Parsons Pond.... ....Portland Creek, Daniel's Harbour.

Bellburns ....River of Ponds, Spirity Cove, King's Cove, Port Saunders, Kepple Island, Hawke's Bay.

Port Aux Choix ....Gargamelle, Point River, Eddy's Cove, Tilt Cove, St. John's Island, St. John's Bay, Doctor's Brook, Barr'd Harbour, Castor River, Bartlett's Harbour, Ferrole Point, New Ferole, Shoal Cove West, Reefs Harbour, St. Margaret's Bay.

Brig Day.... ....Bird Cove, Plum Point, Blue Cove, Pond Cove, St. Genevieve Bay, Gooseberry Island, Current Island, Forrester's Point, Black Duck Cove, Pigeon Cove, St. Barbe Bay, Darby's Tickle, Chauker's Cove.

Flower's Cove ... .Anchor Point, Deadman's Cove, Bear Cove, Chamber's Island, Seal Point, Nameless Cove, Mistaken Cove, Savage Cove, Sandy Cove, Shoal Cove, Paynes Cove, Green Island Cove, Lower Cove, Green Island Brook, Eddies Cove, Four Mile Cove, Big Brook, Gengeville, Boat Harbour, Cook's Harbour, Cape Norman, Wild Bight.

Lock's Cove ... .Ireland Bight, Goose Cove, Fishot, North West Point, Croque, Pillar's Bight, St. Juliens, Grandois, Crouse.

St. Anthony..... ....St. Anthony Bight, St. Carols, Great Braha, Little Braha, St. Lunaire, Griquet, Raleigh, Cape Onion, Ship Cove, Quirpon, Cape Bauld, Noddy Bay, Lance Au Meadow, Lance Au Pigeon, Spillars Cove, Hay Cove.

St. Anthony Mission . ...To contain all ordinary mail addressed to the Grenfell Mission at St. Anthony.

Conche ... .Newspapers and parcels only for Groais Island, Englee, Wild Cove, Canada Bay, Roddickton, Bides Arm.

(2) **Hampden to Englee Section to be despatched via McGregor.**

Hampden..... ....Pound Cove, Gold Cove, George's Cove, Beaches, Burton's Cove, Hannah's Cove, Brown's Cove, Sops Arm, Sops Island, Jackson's Arm, Coney Arm, Cat Arm, Little Harbour Deep, Harbour Deep, Williamsport, Hooping Harbour, Canada Harbour, Cat Cove.

Englee ....To contain letters only for Englee, Bides Arm, Canada Bay, Roddickton, Wild Cove, Conche and Groais Island to be enclosed in the bag for **Hampden.**

TELEGRAPHS

Installation Radio Telephones

Radio Telephone communication has been established with the following Post Offices for the transaction of telegraph business:—

Richard's Harbour via Garnish
Black Island via Twillingate
Little Harbour Deep via Twillingate
Hooping Harbour via Englee
Canada Harbour via Englee

Telegraph Traffic November

Class	1943	1944	Increase	Decrease
Paid Telegrams (includes Priority)	74,627	77,015	2,388	....
Priority	11,055	11,299	244	...
Phono-telegrams	2,127	2,136	9	.....
Total Paid Traffic	76,754	79,151	2,397	.....
Deadhead and Service Messages	9,443	9,381	. .	62
Telegram equivalent Public Despatch	3,320	3,690	370	.....
Total Traffic	89,517	92,222	2,705	..

During the month 20 complaints were received and investigated and in 11 cases the Service was found to be at fault through carelessness or negligence on the part of officials. In addition 6 cases of errors were disclosed through routine supervision. Fines ranging from .10 cents to .84 cents were imposed on 7 officials as a consequence.

Office Hours During Christmas Pressure Period, 1944

Offices will re-open at 7 p.m. and remain open until released by Head Office, from Thursday, the 21st December, and on each day thereafter, except Sundays and holidays, unless traffic conditions permit otherwise, until Thursday, the 4th January, both dates inclusive. It may, however, be found necessary to open offices at night earlier than the date given above, in which case notification will be given in due time.

Offices will be open to the public on the holidays during the period as follows:—

Christmas Day, 25th December.... .... 9 a.m. to 10 a.m.
Boxing Day, 26th December ... . 9 a.m. to 12 noon
New Year's Day, 1st January ... . 9 a.m. to 10 a.m.

The regulations governing the acceptance of telegrams on Sundays will apply to Christmas Day and New Year's Day.

Offices will be released as soon after closing hours as traffic conditions permit.

ACCOUNTING

Telegraphed Money Orders to Canada and the U.S.A.

In connection with the instructions issued on page 1422 of the Post Office Circular of the 12th October, 1944, under the above caption, a notice entitled "Anglo (Western Union) Commission and Message Rates on Telegraphic Money Orders to Canada and the United States" has been prepared and is enclosed with this Circular.

This notice should be posted in a convenient place in the office for easy reference.

The object of this notice is to obviate the necessity of the Postmaster sending a Service Message to the Head Postmaster to ascertain the telegraph company's charges on the amount to be transferred. Postmasters will now be able to prepare the full charges without reference to the Head Postmaster.

War Savings Certificates and Stamps

The following notices were sent to all offices by "News Despatch":—

"Postmasters who have been supplied with War Savings Certificates should endeavour to sell all possible before the 31st December, 1944, after which date all certificates remaining unsold must be returned to the Chief Accountant, Head Office.

"When returning certificates take credit in your Miscellaneous Account as "War Savings Certificates returned unsold."

"Instructions regarding the continued sale of War Savings Stamps and disposal of completed cards will be mailed at a later date.

SECRETARY."

Instructions for Sales of War Savings Stamps and Disposal of Completed Cards Effective 1st January, 1945

From the above date War Savings **Stamps** will be sold at all offices, as usual, to be affixed to Stamp Cards.

When completed cards are presented at offices doing Post Office Savings Bank business the completed card should be accepted as a deposit to a Post Office Savings Bank account. If the person presenting the card has a Post Office Savings Bank account already the entry for the value of the card should be made by the Postmaster in the Pass Book and the transaction treated in the same way as a cash deposit using the same forms as at present for Head Office and Newfoundland Savings Bank, the card to be remitted to the Cashier, G.P.O. with other Savings Bank deposits, if any.

Where the holder of the completed card ha no account the procedure will be the same as when application is made to open a new account.

For offices which are not doing Savings Bank business the completed card should be accepted and a receipt given. The entry should be made on the **charges** side of the Miscellaneous Account when the card is received and on the **credit** side when remitted to the Cashier, G.P.O.

Upon receipt at Head Office the transaction will be recorded and the card forwarded to the Newfoundland Savings Bank where an ordinary savings account will be opened; the pass book will be forwarded direct to the owner. **No certificates will be issued after 31st December, 1944.**

HE 6530.6 N43
1944
REFERENCE

Author - Auteur Pub. Secretary to the Department of Posts and Telegraph, St.John's, Nfld.

Title - Titre
Newfoundland Official Post Office Circular 1944

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REFERENCE

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